

SCHEME OF SERVICE

<u>Organisation:</u>	Sugar Insurance Fund Board
<u>Post:</u>	Clerk / Word Processing Operator
<u>Effective Date</u>	03 July 2023
<u>Salary:</u>	Rs. 16,785 x 260 – 17,825 x 275 – 18,925 x 300 – 19,525 x 325 – 21,475 x 375 – 22,225 x 400 – 23,425 x 525 – 26,050 x 675 – 27,400 x 825 – 34,825 (SIFB 7)
<u>Qualifications:</u>	A. Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings <u>or</u> Passes not below Grade C in at least five subjects including English language, French and Mathematics or Principles of Accounts obtained at not more than two sittings at the General Certificate of Education “Ordinary Level” provided that at one of the sittings, passes have been obtained either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject.

Note

Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at “Principal Level” and one subject at “Subsidiary Level” as well as the General Paper obtained on one certificate at the Cambridge Higher School Certificate Examinations.

- B. A Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education “Advanced Level”.
- C. A Certificate in typewriting at a speed of at least 25 words a minute from a recognised institution;
- D. A Certificate in Word Processing or Data Processing from a recognised institution;

OR

Equivalent qualifications to A, B, C and D above acceptable to the Board.

- E. Candidates should –
 - (i) be fluent in English and French;
 - (ii) possess interpersonal and communication skills;
 - (iii) have a good working attitude; and
 - (iv) be computer literate.

Qualification at A should have been obtained prior to Qualification at B above.



NOTE 1

Candidates not possessing qualification at C above will also be considered provided they can type/operate a keyboard efficiently at a speed of at least 25 words a minute. They will be required to undergo a test arranged by the Sugar Insurance Fund Board.

NOTE 2

Candidates not possessing qualification at D above will also be considered provided they can operate a computer and make use of word processing and data processing packages. They will be required to undergo a test arranged by the Sugar Insurance Fund Board.

Clerk / Word Processing Operators will be expected to work in any department of the Sugar Insurance Fund Board.

Duties:

1. To perform duties of a clerical nature such as –
 - (a) the preparation, scrutiny and processing of straight forward documents, records and data entry;
 - (b) registry work;
 - (c) simple finance, human resource, procurement and supply work and claims duties under supervision;
 - (d) drafting replies to simple correspondence;
 - (e) preparation of simple documents subject to check; and
 - (f) arithmetical work.
2. To type, collate and edit official documents and reports.
3. To perform word processing duties and computer/data processing work and to operate email services.
4. To operate office equipment such as telefax machine, electronic photocopying machine, scanner and franking machine.
5. To deal with members of the public, as and when required.
6. To keep records regarding documents, books, magazines of the organisation and to assist users by providing relevant information whenever required.
7. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Clerk/ Word Processing Operator in the roles ascribed to him.



Date of Approval of Board:
03 July 2023