

# JOB DESCRIPTION AND PERSON SPECIFICATIONS, MANDATORY MOTOR VEHICLE INSPECTION SERVICES , MINISTRY OF WORKS ANDTRANSPORT, 2025.

**Job Title:** Administrative Assistant, Mandatory Motor Vehicle Inspection Services.

**Employment Type:** Contract

**Reports to:** Process Supervisor, Mandatory Motor Vehicle Inspection Services

**Job Purpose:** Provide administrative support to project managers and employees through assisting in daily office needs and managing of project general administrative activities that include making travel and meeting arrangements, preparing reports and maintaining appropriate filing systems.

## Key Duties:

- Provide administrative support to the inspection center.
- Manage documentation, filing, and record-keeping.
- Manage office supplies.
- Assist in coordination of meetings and report preparation

## Person Specifications:

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| Essential Requirements                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <ul style="list-style-type: none"><li>• Degree in Business Administration, Office Management, or a related field.</li><li>• At least 3 years of experience in an administrative role.</li><li>• Strong organizational and multitasking skills.</li><li>• Proficiency in office software applications.</li></ul> |       |  |
| Desirable Requirements                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <ul style="list-style-type: none"><li>• Knowledge of office management systems and procedures</li><li>• Working knowledge of office equipment, like printers and fax machines</li><li>• Proficiency in MS Office (MS Excel, Ms Word and MS PowerPoint, in particular)</li></ul>                                 |       |  |
| SKILLS AND ATTRIBUTES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                 |       |  |
| <p>The ideal person should demonstrate.</p> <ul style="list-style-type: none"><li>• Good Communication skills</li><li>• Organization: Ability to coordinate and manage workload</li><li>• Ability to remain calm under pressure</li><li>• Excellent time management skills and the ability to prioritize work</li><li>• Attention to detail and problem-solving skills</li><li>• Excellent written and verbal communication skills</li><li>• Strong organizational skills with the ability to multi-task</li></ul> |                                                                                                                                                                                                                                                                                                                 |       |  |
| Approved by:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                 | Date: |  |