

TERMS OF REFERENCE

1. Position: Office Assistant.

2. Report to: Manager, Procurement Section.

3. No. of position: 1

4. Major Responsibilities:

- Compiling of Requisitions.
- Issuance of purchase order after receiving System PR.
- R & M of vehicles after receiving System PR.
- Follow-up with vendors for delivery status.
- Processing of Clearing Agent Bills.
- Processing of BST payment after receiving import documents/PI
- Sending the faulty equipments for repair after receiving from concerned officials.
- Liaise with clearing agent for clearing of goods.
- Follow up with vendors on invoices after PO for international vendors.
- Any other jobs assigned in the interest of Corporation.

5. Education

- CL-XII with one year Diploma Course in Office Management.
- Should know how to drive two wheeler and should have two wheeler driving license.

6. Remuneration:

Grade/Cadre	Pay Scale	Allowance
D1	12,740-320-19,140	Corporate Allowance 20% PBVA= 15%