

TERMS OF REFERENCE

1. Position: Sales Representative

2. No. of positions: 1

3. Place: Dagapela

4. Major Responsibilities:

- Collect revenue in the form of cash/cheque/demand draft.
- Match the revenue collected with that of bill claim.
- Update the subscriber ledger.
- Issue signed money receipt to the customer.
- Timely closing of daily transactions
- Any other job assigned by the immediate supervisor in the interest of the Corporation.

5. Education

- CL-XII with One Year Diploma Course in Commercial Accounting
- Minimum 55 in Class X & XII

6. Remuneration:

Grade/Cadre	Pay Scale	Allowance
D3	15,415-385-23,115	Corporate Allowance 20%