



**Terms of Reference
Administrative Assistant
2019/28**

G.P.L Inc. invites applications from suitably qualified candidates to fill the impending vacancy of Administrative Assistant within the Corporate Secretariat – Duke Street, Kingston Georgetown.

Under the direction of the Corporate Secretary or his/her designate, the incumbent will perform administrative functions associated with tender board processes but are not limited to the key essentials.

Key Responsibility Areas

1. Assist the Corporate Secretary in her functions as Secretary to GPL's Tender Committees, including but not limited to:
 - Receiving and documenting all Notices of tender openings.
 - Conducting all preparatory works related to Tender openings (including preparation of tender boxes etc.)
 - Attending and assisting the Corporate Secretary at Tender Openings
 - Collating information on Bid submissions and preparing draft Tender Openings Minutes for consideration.
 - Monitoring timelines for evaluation submission and providing weekly updates to the Corporate Secretary. To this end, the incumbent shall liaise with the Evaluation Committees.
 - Attending meetings of Tender Committees and keeping records of proceedings
 - Assisting in maintaining records of the Tender Process, status and filing of Tender Submissions and related information
2. Assist in maintaining Corporate Secretary's calendar and scheduling of appointments and meetings.
3. Assist in fixing commitments to maximize the Corporate Secretary's time efficiency as it relates to Tender Board activities;
4. Undertake research and collation of information and reports as required.

JOB SPECIFICATIONS / QUALIFICATIONS:

1. Diploma in Business Management/Administration or its equivalent from an accredited tertiary institution with at least 3 years relevant experience.

OR

2. Certificate in Business Management/Administration or its equivalent from an accredited tertiary institution with at least 5 years relevant experience.

Salary Grade: GE6

COMPETENCY PROFILE:

- Ability to comprehend basic Office Practices
- Working knowledge of Tender Board Procedures
- Solid Presentation Skills
- Strong task and time management skills
- Knowledge of computer software programs
- Ability to establish and maintain an effective and efficient record management system
- Detail oriented with organizational skills

Applications should be submitted to the Deputy Human Resources Manager, Guyana Power & Light Inc. 257/259 Middle Street, Georgetown not later than June 21, 2019