

ROSE BELLE SUGAR ESTATE BOARD

SCHEME OF SERVICE

POST	: Administrative Secretary
REPORTING RELATIONSHIP	: To the General Manager or any other officer designated by the Board
SALARY	: Rs 30700 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800.
QUALIFICATIONS AND EXPERIENCE	: A. (i) A Degree in Public Administration and/or Management from a recognized institution <b style="text-align: center;">Or (ii) A Pass at the final examinations required for admission to the Associateship of the Institute of Chartered Secretaries and Administrators. <b style="text-align: center;">Or An equivalent qualification to A (i) and (ii) above acceptable to the Board. B. At least two years' post qualification experience in administrative/secretarial duties. C. Candidates should- (a) Have good communication and interpersonal skills; and (b) Be versatile and have the ability to adapt to different work situations.
DUTIES	: 1. To assist the General Manager in the formulation of the policies and execution of decisions of the Board. 2. To assist in the formulation and maintenance of proper administrative procedures throughout the Organization. 3. To act as Secretary to the Board and Sub Committees. 4. To prepare agenda, minutes and reports in connection with Board and Sub Committees meetings and to ensure follow up action. 5. To liaise, on behalf of RBSEB, with Government and other bodies on matters related to the Legal and Administrative business of the Board and RBSEB. 6. To deal with Legal Adviser and arrange for the drafting of Legal documents as required. 7. To be responsible for the preparation of the Annual

Report.

8. 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 an Administrative Secretary in the roles ascribed to him/her.

Date: 11 September 2025