

# ROSE BELLE SUGAR ESTATE BOARD

## SCHEME OF SERVICE

**Post:** Management Support Officer

**Reporting Relationship:** To the General Manager or any other officer designated by the Board.

**Salary:** Rs 18,925 x 300- 19,525 x 325- 21,475 x 375- 22,225 x 400- 23,425 x 525- 26,050 x 675- 27,400 x 825- 35,650x 900 – 37,450.

**Qualification & Experience:**

A. Candidates should possess –

- (i) a Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings or
- (ii) passes not below Grade C in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained at not more than two sittings at the General Certificate of Education “Ordinary Level” provided that at one of the sittings, passes have been obtained either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject.

**Note**

Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at “Principal Level” and one subject at “Subsidiary Level” as well as the General Paper obtained on one certificate at the Cambridge Higher School Certificate Examinations.

**B.** a Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education “Advanced Level”.

**OR**

Equivalent qualifications to A and B above or any other qualification acceptable to the Board.

Candidates should –

- (i) possess good communication skills;
- (ii) have a positive attitude towards work;
- (iii) be computer literate; and
- (iv) demonstrate ability to work in team.

**Duties:**

1. To prepare, scrutinize and process documents/cases.
2. To type and collate general office correspondence and documents according to competencies.
3. To maintain files, forms, reports and other materials.

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4. To receive, sort and process mail and to prepare materials for mailing.
5. To photocopy reports and other documents and operate standard office equipment such as telefax machine.
6. To carry out word processing and data entry and to update information in a computer system.
7. To carry out registry, simple finance, human resources and procurement and supply duties, under supervision.
8. To assist in administrative duties to the section/unit and to provide general support to operational services.
9. To draft replies to simple correspondence.
10. To operate e-mail services, as and when required.
11. To effect simple research on matters pertaining to the section/unit, as and when required.
12. To keep records regarding documents, books and magazines of the organization and to assist users by providing relevant information, whenever required.
13. To assist in duties relating to committees, organization of official functions, training programmes and other activities.
14. To use ICT in the performance of his duties.
15. 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 the Management Support Officer in the roles ascribed to them.

Date 13 March 2026