



THE UNIVERSITY OF THE WEST INDIES GLOBAL CAMPUS

ADVERTISEMENT

CLERICAL ASSISTANT I (GRADE 3) (TEMPORARY) REGISTRY, SECRETARIAT

Applications are invited for the post of **Clerical Assistant I** in The UWI Global Campus, St. Augustine, Trinidad and Tobago. The Clerical Assistant I will support the Office of the Campus Registrar by undertaking a variety of clerical functions to facilitate the administration of the Secretariat.

QUALIFICATIONS/EXPERIENCE

- Five (5) GCE 'O' Levels or CXC (General I, II or III from 1998) passes, including English Language.
- Three (3) years' job related experience

KEY COMPETENCIES/SKILLS

- Excellent time-management skills.
- Ability to communicate effectively with others both orally and in writing.
- Knowledge of standard office principles and procedures.
- Knowledge of data integration methods.
- Knowledge of data management principles and practices.
- Skill in recording and retrieving general information.

JOB RESPONSIBILITIES

- Assist with planning, preparing and servicing campus and departmental meetings.
- Support the Electronic Records Management System Project and assist with filing both soft and hard copy documents and papers in their respective folders.

- Assist with drafting and proof-reading minutes, letters, memos and reports.
- Monitor documents sent for review and/or approval and compile comments for submission when necessary.
- Track and monitor Secretariat's emails, providing the needed follow up and responses.
- Periodically assist with updating the Secretariat's procedural manual.
- Assist with preparing the Secretariat's calendar of meetings.
- Handle the processing of all accounting matters related to the Secretariat including managing petty cash, preparing Purchase Orders and payment vouchers.
- Source quotations from suppliers, liaise with Facilities Management and coordinate with the Office of Finance on outstanding payments.
- Maintain filing for accounting documents.
- Assist with campus elections for the constitution of Committees and Boards.
- Support the Assistant Registrar with outreach activities for the campus community.
- Undertake any other job-related duties and assignments as directed by the Campus Registrar or designate.

SALARY RANGE

- TTD\$6,223.00 - TTD\$8,827.00
- Placement will depend on qualifications and experience.

**Applications should be made via
The UWI Global Campus, Online Application Form:
<https://www.global.uwi.edu/hrd/forms-documents>**

CLOSING DATE FOR RECEIPT OF APPLICATIONS – July 31, 2025

We thank all interested applicants; however, only shortlisted candidates will be contacted.