

Standard Operational Procedures (SOPs)

01. Job Description reference No.	: AD/P1
02. Job Title	: Works Aid (Grade III)
03. Salary Code	: Rs. 21875-15x202-24905 U-PL 1(111)
04. Name of the Job Holder	: Mr. R.M.R.P. Bowala
05. Responsible to	: Director/Accommodation Division

Activities relevant to the Job Category

The following duties entitled to the job title above are assigned by the Director/Accommodation

1. Assisting all office works at the Accommodation Division

1. Brings some goods needed to the office from the stores
2. Photocopying and taking letters
3. Preparation of files, Student Registration books
4. Receive the Letters from University Post Office
5. Entering the incoming letters from other divisions and produce to the Director and distribute to the relevant officers.

2. Delivering mails to Internal divisions and hostels

1. Delivering letters all among the 21 hostels in this University.
2. Delivering some urgent letters to the halls of residence on the same day.

3. Preparation and serving of tea/refreshments for meetings

1. Knowing the number of participation for meeting, time and place.
2. Discuss and bringing some food items
3. Preparation of tea
4. Serving tea and food meanwhile the meeting
5. End of the meeting, clean the place, commodity and materials which are served.

4. Supporting all officers in the division

01. Assist & Direct students to the relevant officers
02. Entering the letters in delivery books and submit them to the postal division of the University
03. Some urgent letters directly delivering to the hostels and other officers by vehicles.
04. When freshers are coming, Doronio and preparing the documents needed to know them like rules and regulations, hostels forms and other necessary documents.
05. Do ronio and preparing the applications for the final year students
06. Written letters In the delivery books are handing over the University Post Office.
07. Do some Support duties as when providing hostels facilities in the faculty premises.

5. Open/Close the division

01. Report to the duty and obtained the keys of the office from the security Division.
02. Opening and closing the office
03. Handed over the keys to the security office after office time

6. Maintains the cleaning and tidy of the division.

01. Cleaning and tidy the office floor and the furniture before and after office hours (remove the dustbin, sweeping the floor)