

## 4. ARABIC SPEAKING UNION

- 4.1 Established under Act No. 13 of 2011 as a body corporate, the Arabic Speaking Union (ASU) operates under the purview of the Ministry of Arts and Culture. Its main objects and functions are, *inter alia*, to: promote the Arabic language in its spoken and written forms; and foster and encourage the linguistic development among all people having an interest in the Arabic language with special emphasis on the cultural, artistic, economic and social perspectives of the language.
- 4.2 The Union is administered and managed by an Executive Council and currently there is no staff employed by the ASU. To render it operational, the parent Ministry has requested for the creation of the grades of Director (Part-Time), Administrative Secretary and Clerk/Word Processing Operator.
- 4.3 On the basis of its operational requirements and in line with what obtains in other comparable institutions, we consider that a level of Administrative Secretary and a support grade of Clerk/Word Processing Operator would be appropriate for the smooth running of the organisation. We are, therefore, providing for these two grades.

### Administrative Secretary (New Grade)

#### Recommendation 1

- 4.4 **We recommend the creation of a grade of Administrative Secretary. Appointment thereto should be made by selection from among candidates possessing a Degree in Management or Business Administration or Public Administration or an equivalent qualification and reckoning at least two years' experience in administrative/managerial/accounting duties.**
- 4.5 Incumbent would be responsible to provide support in the design, formulation and implementation of the policies of the organisation and be required, among others, to: deal with matters pertaining to human resources, management, administration, finance and procurement and supply; act as Secretary to the Council and other Committees; supervise the work of subordinate staff; and represent the ASU at Tribunals, Industrial Relations Commission, Courts of Law and in Committees with Ministries and other organisations, as and when required.

### Clerk/Word Processing Operator (New Grade)

#### Recommendation 2

- 4.6 **We recommend the creation of a grade of Clerk/Word Processing Operator. Appointment thereto should be made by selection from among candidates possessing a Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts; 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 an equivalent qualification; a Certificate in**

**typewriting at a speed of at least 25 words per minute and a Certificate in Word Processing or Data Processing.**

- 4.7 Incumbent would be responsible to the Administrative Secretary and be required, among others, to: perform duties of a clerical nature such as preparation, scrutiny and processing of straight forward documents, and records; preparation of simple documents subject to check; arithmetical work; registry work; simple finance, human resource and procurement and supply work under supervision; type and collate official documents; operate office equipment such as telefax machine and electronic photocopying machine; and perform word processing and computer/data processing work.

#### **4. ARABIC SPEAKING UNION**

##### **SALARY SCHEDULE**

**ASU 1 : Rs 25745 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 45930**

Clerk/Word Processing Operator (New Grade)

**ASU 2 : Rs 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**

Administrative Secretary (New Grade)

