



JOB DESCRIPTION FORM

POSITION (PID) #		560006				
IDENTIFYING INFORMATION				POST CERTIFICATION		
Post Title		Manager - Finance and Administration		Print Name	Signature	Date
Present Grade		PS 24-26		Prepared By	L. Reed	5-May-26
Department		Human Rights Commission		Post holder Reviewed	K. Pearman-Watson	5-May-26
Section		Non-Ministry Office		Dept. Head Agreed	L. Reed	5-May-26
POST STATUS				POST CHANGE INFORMATION (if applicable)		
	New Post	Revised Post	Redefined Post	Previous Title		
				Previous Department		
Date				Previous Section		
Cabinet Conclusion Ref				Previous Number		
Last Review Date		21-Feb-24		Previous Grade		
Panel Decision	Grade	Date	Signature	Previous Grade		
	27-29	10-JUL-26	[Signature]	Date of Transfer		

1. SUMMARY OF MAIN DUTIES (Ideal Maximum Four)	%
1. FINANCIAL MANAGEMENT AND COMPLIANCE	30%
2. ADMINISTRATION, HUMAN RESOURCE AND KNOWLEDGE MANAGEMENT	25%
3. STATUTORY AND QUASI-JUDICIAL ADMINISTRATION	25%
4. EXECUTIVE COORDINATION AND DECISION SUPPORT	15%
5. ASSOCIATED DUTIES	5%
	TOTAL = 100%

2. SUMMARY OF ACCOUNTABILITY
2.1 What specifically is this post accountable for? The Manager – Finance and Administration is accountable for ensuring the effective, confidential, and professional operation of the Human Rights Commission’s (the Commission’s) finance, administration, and executive support functions, enabling the Executive Officer to discharge statutory duties under the Human Rights Act 1981 and to meet governance, accountability, and operational requirements. Under the direction of the Executive Officer, the post holder is accountable for ensuring the Commission’s financial and administrative operations are sound, compliant, and audit-ready. This includes budget coordination and monitoring, financial processing, payroll administration, human resources administration, office management, and the safeguarding of premises, assets, records, and information. The role requires sustained precision and vigilance in the preparation, verification, and maintenance of records, documentation, and reporting, recognizing that errors or omissions may expose the Commission to audit findings, statutory non-compliance, procedural unfairness, or reputational harm. The post holder is also accountable for coordinating the Commission’s obligations under the Public Access to Information Act 2010 (PATI). Coordination of PATI administration and PIPA compliance is undertaken with appropriate separation of duties, confidentiality safeguards, and support for independent oversight. The post holder is delegated to serve as Clerk to the Human Rights Tribunal for complaints referred for adjudication, as well as the Coordinator to the Selection and Appointment Committee. Across all functions, the role is accountable for maintaining effective controls, records, and reporting, and for identifying and escalating financial, operational, compliance, or governance risks requiring executive attention. Through these responsibilities, the position has a direct impact on external stakeholders and plays a critical role in maintaining public trust, procedural integrity, and statutory compliance.
2.2 Briefly describe the level of decision-making authority held by this post. The post holder exercises delegated authority to resolve routine administrative and operational matters within the Commission’s approved policies, procedures, and legislative requirements, applying sound professional judgement, initiative, and an understanding of governance, confidentiality, and compliance obligations.



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Decisions typically involve assessing multiple factors, including legislative requirements, confidentiality considerations, audit and reputational risk, documentation standards, and operational impact. While most decisions are structured by established frameworks, the role frequently requires judgement in situations where information may be incomplete, time-sensitive, or where competing compliance and operational considerations must be balanced. The post holder does not have authority to approve purchases or commit funds and is responsible for administering and supporting procurement and financial processes to ensure they are compliant, well-documented, and audit-ready. All procurement approvals are exercised by the Executive Officer or an authorised delegate. In relation to sensitive, complex, or higher-risk matters, the post holder’s role is to identify issues, provide guidance and analysis, and escalate matters with appropriate recommendations in accordance with governance arrangements, rather than acting as the final decision-maker.
2.3 To which position does this post report directly? Executive Officer

3. ESSENTIAL KNOWLEDGE & SKILLS
List the key knowledge and skills required to fulfil the <i>minimum requirements</i> of the post under the following categories.
3.1 General Knowledge / People Skills (Soft Skills). The post holder must have the ability to: ▪ Communicate clearly, accurately, and in a timely manner with the Executive Officer and colleagues, presenting information in a way that supports understanding, informed decision-making, and effective action. ▪ Exercise diplomacy, tact, discretion, and impartiality in both written and verbal communication, particularly when dealing with sensitive, confidential, or contentious matters. ▪ Handle confidential and sensitive personal and organizational information with discretion and integrity, ensuring information is shared appropriately and only with authorized stakeholders. ▪ Maintain professional boundaries under pressure by applying policies consistently, managing expectations appropriately, and remaining service-oriented at all times. ▪ Remain calm, respectful, and effective when interacting with individuals who may be distressed, frustrated, or operating under pressure, including members of the public and internal stakeholders. ▪ Plan, organize, and prioritize work effectively to manage competing demands and deliver reliable administrative and support outcomes. ▪ Recognize and manage bias, conflicts of interest, or undue influence to maintain objectivity and uphold fairness, integrity, and the protections afforded under the Human Rights Act 1981. ▪ Demonstrate sound judgement in identifying when matters require escalation and in communicating concerns clearly and professionally through appropriate channels. ▪ Demonstrate professionalism, accountability, and respect in working relationships, contributing constructively to teamwork, collaboration, and a positive organizational culture. ▪ Demonstrate commitment to the Commission’s mandate and objectives and contribute constructively to the collective achievement of organizational priorities and outcomes.
3.2 Technical Knowledge / Position Specific Skills (Hard Skills). This includes knowledge of legislation, processes, specialties, etc. The post holder must have the ability to: ▪ Demonstrate applied knowledge of public-sector financial controls and procurement frameworks, including Financial Instructions, the Public Treasury (Administration and Payments) Act 1969, procurement codes and standards, bribery and good-governance legislation, and internal Commission policies, ensuring transparent, compliant, and audit-ready administration. ▪ Apply sound accounting principles and public-sector financial practices to ensure accurate financial administration, budget monitoring, payroll processing, benefits administration, and compliant administrative operations. ▪ Apply strong financial, analytical, and data-interpretation skills to assess information, identify financial, operational, and compliance risks, and provide decision-support and recommendations to the Executive Officer. Performs some repetitive procedural tasks requiring sustained accuracy and attention to detail. ▪ Demonstrate applied knowledge of the Human Rights Act 1981 and related statutory frameworks, including the Bermuda Constitution Order 1968, the Commissions of Inquiry Act 1935, the Human Rights (Appeals) Rules 2018, the Public Access to Information Act 2010 (PATI), and the Personal Information Protection Act 2016 (PIPA), sufficient to support lawful, confidential, and compliant operations. ▪ Apply knowledge of public-sector governance and accountability frameworks, including internal controls, separation of duties, audit requirements, and risk-management principles.



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- Demonstrate applied knowledge of public-sector employment frameworks, including conditions of employment, Public Service Commission rules, and applicable collective bargaining agreements relevant to administrative and human resources functions.
- Apply strong records-management capability to create, maintain, retrieve, and protect accurate, complete, and auditable records, reports, and financial documentation.
- Demonstrate proficiency in Microsoft Office 365 and approved digital tools (Word, Excel, PowerPoint, Outlook, SharePoint, Teams, document-management systems, and approved AI-enabled tools), applying them responsibly with full human accountability.
- Use virtual and in-person meeting and audio-visual technology effectively to support meetings, hearings, and administrative functions.
- Coordinate meetings and administrative logistics efficiently, including scheduling, documentation, and operational support.
- Manage reception and call-handling services professionally, ensuring respectful, responsive, and appropriate engagement with visitors, callers, and stakeholders.

4. MINIMUM EXPERIENCE REQUIRED (Tick the Appropriate Box)

Based upon the above identified knowledge and skills, what is the minimum number of years' experience required to fulfil the duties of this post?

- ☐ No previous experience required ☐ Minimum one (1) year ☐ Minimum two (2) years
☐ Minimum three (3) years ☒ Minimum five (5) years ☐ Minimum ten (10) years

4.1 Identify specific experience. (State the required post-qualification level of experience)

A minimum of five (5) years' relevant experience in an accounting or financial administration environment, providing hands-on financial and administrative support including payroll processing, benefits administration, and human resources administration, with demonstrated consistency in applying policies, procedures, and established requirements.

5. MINIMUM EDUCATIONAL QUALIFICATION REQUIRED (TICK THE APPROPRIATE BOXES)

- ☐ Secondary School Graduation Certificate ☐ Apprenticeship/College Certificate ☐ College Diploma
☐ Associate's degree ☐ Advanced or Specialist Qualification ☒ Bachelor's degree
☐ Master's degree ☐ Professional Designation ☐ Doctorate
☐ Other: _____

5.1 Please list the title of the academic qualification / professional designation required:

A Bachelor's degree in Accounting, Finance, Business Administration, Public Administration, or a related field relevant to financial management, administration, and governance.

5.2 List any special licenses, registrations or certifications required for this job: N/A

6.0 RESOURCES UNDER MANAGEMENT

6.1 Management and Supervision of Staff

(Please ensure that the Organization Chart submitted is up to date, accurate and reflects the information listed below)

Please list the position titles (including PID) of 'All Staff' under the 'Direct Supervision' of this post.

N/A



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6.2 Non-Staff Budget and Revenue Streams (FOR EACH SUB SECTION TICK THE APPROPRIATE BOX)					
6.2.1 What 'Responsibility' does this post have for 'Managing Non-Staff Budget' and 'Government Revenue Collection'? (Non-Staff Budget typically applies to contracts for program delivery & capital expenditure projects)					
☒ None		☐ Has Direct Management Responsibility		☐ Is the Accounting Officer	
6.2.2 Please indicate the level of Non-Staff Budget and/or Revenue Streams for which this post is responsible.					
☒ None	☐ Less than \$500k	☐ \$500k to \$2m	☐ \$2m to \$10m	☐ \$10m to \$40m	☐ Greater than \$40m
6.3 Infrastructure for Vital Government Services (FOR EACH SUB SECTION TICK THE APPROPRIATE BOX)					
6.3.1 Is the post responsible for managing 'Infrastructure' critical to the delivery of 'Vital' Government Services?					
☒ No		☐ Yes. Has Direct Management Responsibility		☐ Yes. Is Ultimately Responsible	
6.3.2 If 'Yes' to the above, what would be the impact of failure of this infrastructure?					
☐ Low Impact: Mainly internal to Government		☐ Medium Impact: Mainly internal to Government		☐ High Impact: Mainly internal to Government	
☐ Low Impact: Bermuda-Wide		☐ Medium Impact: Bermuda-Wide		☐ High Impact: Bermuda-Wide	
7. Additional Information					
▪ Advantageous certifications or training may include qualifications in internal audit, governance, risk and compliance, , information governance, privacy or records management, project or programme support, and Public Access to Information (PATI) administration. Possession of such certifications is not required but would support the effective performance of the role. ▪ Experience supporting executive-level decision-making, including preparing information for approval, monitoring compliance, operating within defined delegation and escalation frameworks, and working in legal, quasi-judicial, or regulatory environments where procedural accuracy and confidentiality are critical, is highly desirable. ▪ The post holder may be required to work flexible or extended hours, including occasional evenings or weekends, to meet statutory deadlines, operational requirements, or shifting priorities. ▪ The post holder is required to uphold human dignity, equality, and non-discrimination, and to conduct themselves in a manner that supports public confidence in the Commission's impartiality, independence, and professionalism, consistent with the values and purpose of the Human Rights Act 1981. ▪ In serving as Clerk to the Human Rights Tribunal, the post holder is required to maintain strict confidentiality and discretion in relation to all Tribunal and Commission matters, and to conduct themselves in a manner that preserves procedural fairness, independence, and public confidence in the Tribunal's adjudicative processes. ▪ The post holder must comply strictly with statutory confidentiality obligations, including section 30 of the Human Rights Act 1981. In accordance with the Conditions of Employment and Code of Conduct, activities undertaken outside working hours must not compromise, or reasonably appear to compromise, the post holder's ability to perform the role with integrity, impartiality, and public trust. ▪ The post holder is expected to maintain ongoing professional development relevant to finance, administration, and public-sector governance, ensuring skills and knowledge remain current and support compliant, audit-ready operations.					



DUTIES & RESPONSIBILITIES OF THE POST

8. DETAILED DESCRIPTION OF MAIN DUTIES AND RESPONSIBILITIES OF THE POST	
(Please use the same Headings for Main Duties as Listed in Section 1.0)	
8.1 FINANCIAL MANAGEMENT AND COMPLIANCE:	
8.1.1	Ensures the Commission's financial operations are compliant, transparent, and audit-ready by administering budgeting, accounts payable, payroll, and related financial processes and by overseeing adherence to financial controls across the organisation, in accordance with financial and procurement requirements.
8.1.2	Provides accurate, timely financial information, analysis, and reporting to support executive oversight, informed decision-making, and sound resource management.
8.1.3	Coordinates the annual development, consolidation, and submission of the Commission's budget, including preparation of budget briefs and supporting documentation within prescribed timelines.
8.1.4	Monitors budget performance and expenditure through journal entries, budget virements, reconciliations, and financial tracking to ensure accurate allocation and control of funds.
8.1.5	Coordinates and leads monthly financial briefings with the Executive Officer and the Non-Ministry Comptroller, presenting clear reports, explaining variances, responding to queries, and supporting informed decision-making on financial position, projections, and budget performance.
8.1.6	In liaison with the Non-Ministry Comptroller, provides support to other non-ministry offices, on an as-needed basis, by assisting with the creation of purchase orders, processing of vendor payments, preparation and processing of budget virements, and keying-in of annual budget estimates.
8.1.7	Periodically distributes procedural guidance and provides support to other Finance and Administration Managers in relation to the preparation and printing of purchase orders, receipting of invoices, keying-in of budget estimates, and the entry of new hire and re-hire employee information in the E1 system, ensuring consistency, compliance, and audit-ready documentation. Assists with onboarding like posts across the non-ministry offices, as may be requested.
8.1.8	Administers and supports compliant procurement processes, including preparation of solicitation documents and coordination of quotations and proposals, ensuring processes are well-documented and audit-ready.
8.1.9	Acts as the primary administrative liaison with vendors and service providers, managing ongoing working relationships, supporting contract management, monitoring service delivery, and escalating performance, compliance, or risk issues as required.
8.1.10	Maintains accurate contracts and asset registers, supporting effective lifecycle management, retention, and disposal in accordance with approved policies.
8.1.11	Prepares and coordinates statutory and management financial reports, including monthly and quarterly E1 reports, reconciliations, variance analyses, and supporting working papers, for internal and external oversight bodies, including the Ministry of Finance, Office of the Accountant General, Internal Audit, Office of Procurement and Project Management, and the Non-Ministry Comptroller, to support executive decision-making, effective controls, and statutory compliance.
8.1.12	Prepares and coordinates statutory and management financial reports, including monthly and quarterly E1 reports, reconciliations, and working papers for internal and external oversight bodies.
8.1.13	Coordinates the preparation of annual audit materials, including financial statements, schedules, reconciliations, variance analyses, and documentation supporting internal controls and fraud-prevention measures.
8.1.14	Develops, maintains, reviews, and improves financial and administrative procedures to enhance efficiency, control, continuity, and effective handover of responsibilities.
8.1.15	Maintains an accurate inventory of assets and equipment, including records of maintenance, upgrades, end-of-life planning, replacements, and disposals, and support records and equipment disposal in accordance with approved retention and disposal policies.
8.1.16	Supports performance tracking and reporting to inform budget development, accountability, and reporting cycles.
8.1.17	Maintains the Contracts Register in accordance with procurement code requirements.
8.1.18	Supports the Executive Officer with additional compliance, reporting, and statutory requirements, including surveys and occupational health and safety reporting, as required.
8.2 ADMINISTRATION, HUMAN RESOURCES AND KNOWLEDGE MANAGEMENT:	
8.2.1	Provides comprehensive administrative services to support the effective, secure, and orderly operation of the Human Rights Commission, including office management, facilities coordination, and day-to-day administrative functions.



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8.2.2	Manages front-of-house and call-handling services, ensuring professional, courteous, and timely engagement with visitors, callers, and stakeholders, and maintaining appropriate access controls for non-public areas.
8.2.3	Manages the Commission’s general information email inbox and incoming physical mail, ensuring correspondence is monitored, logged, secured, and routed appropriately. Media, legal, statutory, and Tribunal-related inquiries received through any channel are immediately escalated to the Executive Officer and Legal Counsel in accordance with governance and communications protocols, without response or comment by the post holder.
8.2.4	Oversees the security, maintenance, and readiness of Commission premises, assets, and equipment, ensuring physical and digital security of confidential information, compliance with security protocols, and escalation of breaches or risks to the Executive Officer.
8.2.5	Coordinates health and safety governance by chairing the Health and Safety Committee administratively, convening meetings, maintaining emergency and attendance records, tracking actions, and escalating material risks to the Executive Officer.
8.2.6	Manages the Commission’s records, information, and knowledge systems, ensuring accurate creation, storage, retrieval, retention, archiving, and disposal of records in accordance with approved policies, statutory requirements, and audit standards.
8.2.7	Coordinates human resources administration in accordance with approved policies, including recruitment and onboarding logistics, maintenance of HR records, leave tracking, benefits administration, and responding to staff queries as agreed with the Executive Officer.
8.2.8	Supports internal training and professional development, and staff orientation related to administrative practices, security procedures, and records management, and maintain current written procedures to ensure consistency and continuity.
8.2.9	Coordinates logistical and administrative support for Commission activities, including meetings, education and outreach events, stakeholder engagements, and internal functions. Supports the Commission’s education and engagement initiatives, including workshops, forums, conferences, and public consultations, by providing administrative coordination and factual input related to governance, process, or operational matters only, and by participating where requested in a support capacity.
8.2.10	Maintains administrative registers and controls, including conflicts of interest, contracts, subscriptions, assets, and inventories, ensuring records are accurate, current, and audit-ready.
8.2.11	Compiles and summarizes administrative and program data to support reporting, planning, and preparation of organizational publications, including the Annual Report.
8.2.12	Monitors traditional and social media solely for internal situational awareness, identifying items of potential relevance to the Commission’s mandate and escalating them to the Executive Officer, as appropriate, to support organizational planning, awareness and learning.
8.2.13	Identifies opportunities to improve administrative efficiency and controls and recommends enhancements based on operational experience, observations, and leading practice.
8.3 STATUTORY AND QUASI-JUDICIAL ADMINISTRATION:	
8.3.1	Provides impartial, confidential, and procedurally sound administrative support to the statutory and quasi-judicial bodies, ensuring that the Human Rights Tribunal and the Selection and Appointment Committee are supported in fulfilling their respective functions in accordance with the Human Rights Act 1981, applicable rules, and approved governance arrangements. All statutory and quasi-judicial administration is undertaken under delegated authority from the Executive Officer, and is limited to administrative, procedural, and coordination functions without encroaching upon the independent decision-making responsibilities of the Human Rights Tribunal or the Selection and Appointment Committee.
8.3.2	Serves as the delegated Clerk to the Human Rights Tribunal, coordinating the referral of human rights complaints and related materials from the Executive Officer and supporting the orderly conduct of Tribunal proceedings through accurate scheduling, documentation, and records management. Provides neutral administrative support to the Tribunal Chair and panel members, communicating with parties or their representatives in a professional and impartial manner and ensuring strict confidentiality at all times.
8.3.3	Manages Tribunal correspondence and case administration processes, including receiving, logging, reviewing, and circulating incoming correspondence, and preparing outgoing correspondence for approval and sign-off by the Tribunal Chair prior to distribution. Maintains secure, complete, and auditable Tribunal records, including document bundles, hearing materials, participation records, and decision files, in accordance with approved records-management requirements.
8.3.4	Registers Human Rights Tribunal judgments with the Supreme Court of Bermuda, in accordance with section 20B(2) of the Act and conducts periodic reviews to confirm that decisions have been properly registered for enforcement. Maintains a database and knowledge repository of Tribunal decisions, working with Legal Counsel to compile and organize judgments, decisions, and relevant human rights resources from Bermuda and other jurisdictions in a structured and accessible manner.



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8.3.5	Prepares and maintains Tribunal status reports, case lists and administrative summaries for periodic reporting to the Tribunal Chair and Executive Officer, ensuring information is accurate, current, and suitable for governance and oversight purposes.
8.3.6	Coordinates the logistical, technical, and administrative arrangements for Tribunal hearings and meetings, including scheduling, room and technology setup for in-person and virtual proceedings, recording arrangements where applicable, and troubleshooting procedural or logistical issues to ensure hearings proceed efficiently and fairly. Escalates issues requiring legal, technical, or executive intervention in accordance with established protocols.
8.3.7	Serves as the Coordinator to the Selection and Appointment Committee, as delegated by the Executive Officer, to coordinate administrative support for the effective functioning of the Committee, in accordance with its statutory responsibilities under the Human Rights Act 1981 without exercising decision-making authority in relation to appointments or selections. This includes Committee workflows and recruitment cycles for statutory appointments, ensuring processes are timely, well-documented, confidential, and procedurally compliant.
8.3.8	,
8.3.9	Manages the end-to-end administrative aspects of appointment and re-appointment processes, including application intake and tracking, document management, scheduling of interviews, preparation and circulation of Committee papers, and maintenance of accurate and auditable records of proceedings and outcomes. Supports the preparation of appointment, re-appointment, and regret communications for approval and issue in accordance with established protocols.
8.3.10	Coordinates Selection and Appointment Committee meetings, including scheduling, agenda preparation, document circulation, and preparation of accurate meeting records and minutes, ensuring alignment with statutory requirements, governance standards, and approved procedures.
8.3.11	Monitors appointment timelines, term expiries, vacancies, and recruitment milestones, escalating risks or delays to the Executive Officer as appropriate to support continuity, compliance, and effective planning across statutory bodies.
8.3.12	Monitors and manages inquiries and administrative communications relating to statutory and appointment bodies, including email correspondence and call logs, routing matters in accordance with established procedures and confidentiality requirements. Coordinates the resolution of technical or logistical issues relating to hearings, interviews, meetings, or proceedings and escalates support requests as required. Maintains accurate attendance, participation, and process records for Tribunal panel members and Selection and Appointment Committee proceedings in support of governance, reporting, and audit requirements.
8.3.13	Maintains professional neutrality and clear separation of administrative support functions from decision-making authority across all statutory and quasi-judicial activities, safeguarding procedural fairness, confidentiality, and public confidence in the Commission's governance arrangements.
8.4 EXECUTIVE COORDINATION AND DECISION SUPPORT:	
8.4.1	Provides day-to-day executive coordination and decision-support services that enable the Executive Officer to discharge statutory duties and maintain focus on strategic priorities.
8.4.2	Coordinates weekly briefings and check-ins with the Executive Officer, preparing agendas, tracking actions, and monitoring short- and long-term priorities, commitments, and deadlines.
8.4.3	Supports efficient executive workflow by triaging correspondence, drafting responses for review, researching and prioritizing issues, and presenting options, risks, and recommended courses of action to inform executive decisions.
8.4.4	Maintains oversight of the Executive Officer's calendar, scheduling, and logistics to support coordination, anticipate support needs, and assist with resolving scheduling conflicts and sequencing priorities, as directed.
8.4.5	Supports and contributes to special projects and executive priorities by taking ownership of assigned workstreams, developing and synthesizing research, data, reports, presentations, and briefing materials, and applying analytical and creative thinking to present information clearly and effectively. The role may, when requested, attend meetings and prepare accurate draft minutes, notes to file, and summaries for review and approval.
8.4.6	Coordinates communications-related logistics under the direction of the Executive Officer, including acting as the primary administrative liaison with external communications vendors, coordinating schedules and deliverables, and arranging approved media appearances or engagements.
8.4.7	Coordinates and implements approved updates to the Commission's website under the direction of the Executive Officer, ensuring information is accurate, current, and consistent with approved education content and statutory requirements, and coordinating updates with external communications vendors where applicable.
8.4.8	Receives media and public inquiries through any channel and immediately refers them to the Executive Officer and Legal Counsel in accordance with communications and governance protocols.
8.5 ASSOCIATED DUTIES:	
8.5.1	Serves as the Commission's Public Access to Information (PATI) Officer, coordinating the administration of PATI requests in accordance with statutory requirements, including intake, records coordination, timeline tracking, and documentation, and supporting the Executive Officer, as Head of the Public Authority, in meeting PATI compliance obligations. Provides administrative support to the PIPA Officer, as required.



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8.5.2	Supports the intake function during periods when the Intake Officer is unavailable, administering intake processes in line with approved policies, service standards, and governance arrangements.
8.5.3	Contributes where authorized, to recorded or scripted education content (including video clips, audio soundovers, explanatory scripts, and structured inputs) used across education initiatives, consultations, events, and publications, ensuring content is accurate, neutral, and aligned with the Act.
8.5.4	Performs other duties reasonably related to the role, as assigned by the Executive Officer, to support the effective operation of the Commission and continuity of statutory functions.

9.0 WORKING CONDITIONS (Delete ones that are not applicable)	
9.1 MENTAL DEMANDS:	
9.1.1	Frequent interruptions in person and/or by telephone
9.1.2	Frequent response to immediate, urgent and unexpected requests from supervisors, customers, and/or other stakeholder contacts
9.1.3	Interacts with persons who may sometimes be aggressive/difficult and unpredictable in their behaviour
9.1.4	Intense concentration over long periods of time involving data entry, correcting texts or checking figures
9.1.5	Must understand and follow a set of clear oral and/or written procedures without deviation
9.1.6	Performs repetitive routine tasks
9.1.7	Must adhere to a provided work schedule
9.2 PHYSICAL DEMANDS:	
9.2.1	Exposure to rays from computer monitors that may lead to eye strain
9.2.2	Sitting most of the time, but may involve walking or standing for brief periods of time
9.3 ENVIRONMENTAL CONDITIONS:	
9.3.1	Lack of privacy in the work area
9.3.2	Moderate and/or constant exposure to noise and other distractions