

**JOB DESCRIPTIONS****OFFICE PERSONNEL  
PROFESSIONAL SERVICES PERSONNEL**

Designation : **Clerk**  
Unit/Department/Office : Various Offices  
Accountable to : Unit/Department/Office Head

**BASIC FUNCTION:** The Clerk is primarily responsible for the provision of general office support to the unit/department/office where assigned.

Designation : **Secretary**  
Unit/Department/Office : Various Offices  
Accountable to : Unit/Department/Office Head

**BASIC FUNCTION:** The Secretary is primarily responsible for the provision of secretarial support to the unit/department/office.

Designation : **Science Laboratory Assistant**  
Unit/Department/Office : Science Laboratories  
Accountable to : Science Laboratory Supervisor

**BASIC FUNCTION:** The Science Laboratory Assistant is primarily responsible for the provision of materials, supplies, chemicals, and equipment needed for science classes, experiments, examinations, and other activities.

Designation : **Computer Technician**  
Unit/Department/Office : IT Technical Services Section  
Accountable to : Technical Networking and Telecommunications  
Services Head

**BASIC FUNCTION:** The Computer Technician is primarily responsible for the provision of IT Technical support/assistance to the academic community as well as the administrative offices.

Designation : **Computer Programmer**  
Unit/Department/Office : Administrative Computing Section  
Accountable to : Administrative Computing Head

**BASIC FUNCTION:** The Computer Programmer is primarily responsible for the creation, testing, and maintenance of computer programs for the academic community and administrative offices.

Designation : **School Nurse**  
Unit/Department/Office : Medical Clinic  
Accountable to : Senior Medical Officer

**BASIC FUNCTION:** The School Nurse is primarily responsible for the administration of the school's health care programs for the students as well as other members of the SSC community.

Designation : **Psychometrician**  
Unit/Department/Office : Guidance Office  
Accountable to : Guidance Director

**BASIC FUNCTION:** The Psychometrician is primarily responsible for overseeing and implementing psychometric procedures for the school's testing program, assuring the veracity of data gathered from the test administration and analysis of results.