



## St.John's National Academy of Health Sciences

### QUALIFICATION FOR SECRETARY TO THE DIRECTOR SJNAHS

1. The candidate should have the following qualifications:
  - a) Must be proficient in the English language.
  - b) Age – Below 35 years.
  - c) Professional Qualifications:
    - i) Shorthand – Minimum Intermediate.
    - ii) Typewriting – Minimum Junior.
    - iii) Diploma in Computer application.
  - d) Technical Qualifications:
    - i) Knowledge of MS Office (MS Word, Excel, Power Point) and MS Outlook and Internet.
    - ii) Know how to operate EPABX, FAX, and Xerox machine.
2. Work Experience - At least three years of experience as stenographer and Office Assistant.
  - Preferably served as Secretary to Senior management for at least one year.

Resumes to be sent earliest to [stjohnsnahshodhr@gmail.com](mailto:stjohnsnahshodhr@gmail.com)

### QUALIFICATION FOR REGISTRATION ASSISTANT TO THE LEGAL CONSULTANT, SJNAHS

1. The candidate should have the following qualifications:
  - a) Must be proficient in the English language.
  - b) Age – Below 35 years.
  - c) **Professional Qualifications:**
    - i) Shorthand – Minimum Intermediate.
    - ii) Typewriting – Minimum Junior.
  - d) **Technical Qualifications:**
    - i) Knowledge of MS Office (MS Word, Excel, Power Point) and MS Outlook and Internet.
    - ii) Must know how to operate FAX, and Xerox machine.
2. Work Experience - Must have at least three years of experience as stenographer and Office Assistant.

Resumes to be sent earliest to [stjohnsnahshodhr@gmail.com](mailto:stjohnsnahshodhr@gmail.com)