JOB SPECIFICATIONS

Post: Registration Officer

Salary Scale: Rs 14,600 x 275 – 15,150 x 300 – 15,750 x -325 – 17,700 x 375 – 19,575 x 475 – 21,950 x 625
23,200 x 775 – 31,725

Reporting to: Head of the Project Department

Qualifications:

(a) Cambridge School Certificate with credit in at least five subjects including English Language, French, and Mathematics or Principles of Accounts.

(b) Cambridge Higher School Certificate or General Certificate of Education with at least two passes at A level.

Specific Competencies:

• Must be able to work with other staff, volunteers, and the public in a positive, practical manner and be able to work with minimum supervision;
• Must possess good verbal and written communication skills;
• Must be computer literate;
• Must have a genuine interest in and concern for the overall well-being of animals and demonstrate empathy and compassion for animals;
• The position is physically demanding, including heavy lifting, pushing, and pulling which would require an individual with the ability to maintain a level of fitness and endurance to fulfill the required duties;
• Ability to prepare comprehensive reports as required;
•Ability to remain calm and effective in stressful situations;
• To drive any of the vehicles of the MSAW in the execution of his/her duties and maintain these vehicles in a clean state.

Duties and Responsibilities:

1. To undertake the registration of dogs;
2. To maintain an accurate database of registered dogs;
3. To follow up on cases of cruelty to animals and prepare a daily report on his/her work;
4. To assist the Police Force in the prosecution of cases of cruelty to animals in Law Courts;
5. To assist in the organisation in respect of the catching and impounding of stray dogs;
6. To interact with members of the public who are surrendering owned or stray animals and to record relevant information about the former owner, as well as the animal being surrendered;

7. To submit daily, monthly, and yearly reports on the work done;

8. To be involved in the sterilisation process;

9. May be required to work on a roster basis, Saturdays, Sundays, and Public holidays;

10. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from a Registration Officer in the roles ascribed to him/her.