

## JOB SPECIFICATION AND DESCRIPTION

**JOB TITLE:** ADMINISTRATIVE OFFICER

**JOB CODE:** T0016

**DATE REVISED:** 1900-01-01

**MINISTRY/DEPARTMENT:** THROUGHOUT THE PUBLIC SERVICE

**REPORTS TO:** SUPERVISING OFFICER

**RECEIVES FUNCTIONAL DIRECTIONS FROM:** DESIGNATED OFFICER

**SUPERVISION GIVEN TO:**  
**DIRECTLY:**  
**INDIRECTLY:**

**LIAISES WITH:**  
**INTERNALLY:**  
**EXTERNALLY:**

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**PURPOSE:** The Administrative Officer is responsible for assisting in the efficient management of administrative services of the unit, such as the day-to-day management of facilities, courier service, unit operations support and compliance, security and safety related functions, and staff training. Coordinates staff for coverage in all related areas of the department.

### KEY OUTPUTS:

- Well organized office environment.
- Adequate and available supplies and resources for unit operation.
- Well informed stakeholders on work of the unit.
- Effective and efficient record keeping system.

### DUTIES AND RESPONSIBILITIES:

- To direct, oversee and participate in the development of the unit work plan and assign work activities to ensure that the unit's objectives are realised in a timely manner.
- To assist in the preparation of the office budget, assist in budget implementation, participate in the forecast of additional funds needed for staffing, equipment, materials and supplies.
- To coordinate the maintenance of buildings and vehicles to ensure they are always in optimal working condition.
- To build and maintain positive working relationships with co-workers, other employees in the ministry, and the public, using principles of good customer service to ensure a positive work environment.
- To represent the office and the unit to outside agencies and organisations, participate in outside community and professional groups and committees, providing technical assistance as necessary.
- To research and prepare technical and administrative reports for use by senior officers, and prepare written correspondence as may be necessary.
- To perform a variety of office support and/or secretarial duties for the Unit, such as composing and word processing a variety of standard documents and correspondence, resolving routine inquiries, scheduling calendar items and meetings, making travel arrangements, processing forms, performing data entry, and establishing and maintaining records. Edits and proofread documents to ensure accuracy.
- To maintain the stock system of the unit, ensuring that required record keeping is done, to allow for verification.
- To manage the library of the unit consisting of books, magazines, reports, software and other electronic media to ensure that they are accessible by stakeholders.

- To recommend the appointment of personnel, provide or coordinate staff training, conduct performance evaluations, maintain discipline and high standards necessary for the efficient and professional operation of the office.
- To perform any other related duties for the smooth functioning of the department.

**MINIMUM QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:**

- A Bachelor's Degree in Public Management or Public Administration from a recognised University.
- OR
- A Diploma in Public Management or Public Administration PLUS three (3) years' experience performing similar duties.
  - Proficiency in using Microsoft Office for work related tasks is necessary.
  - A good understanding of the Public Service accounting principles.
  - Good inter-personal skills.

**DECISION MAKING, PROBLEM SOLVING AND IMPACT ON RESULTS:**

- Nil.

**RESOURCE MANAGEMENT:**

- Responsible for the administrative staff - driver and cleaner, and supervises the work of contracted parties for office maintenance. Is responsible for the asset management of the unit.

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**COMMUNICATIONS:** Must be able to communicate effectively with the wider Ministry departments and other stakeholders in ensuring efficiency in the unit achieving its goals.

**WORKING CONDITIONS:** The work will be done from the central office with significant interactions with internal departments and external parties. Will be required to travel to sites and vendor locations to procure items as well as follow up on warranty issues. Depending on the Agency, the incumbent will be required to travel extensively, visiting other sub-units during work hours and outside of these hours in the performance of his/her duties.

**THIS DOCUMENT IS A TRUE AND ACCURATE DESCRIPTION OF THE JOB TITLE:**

**INCUMBENT:**

SIGNATURE \_\_\_\_\_ NAME \_\_\_\_\_ DATE \_\_\_\_\_

**SUPERVISOR:**

SIGNATURE \_\_\_\_\_ NAME \_\_\_\_\_ DATE \_\_\_\_\_

**CERTIFIED CORRECT:**

SIGNATURE \_\_\_\_\_ NAME \_\_\_\_\_ DATE \_\_\_\_\_

**APPROVED:**

SIGNATURE \_\_\_\_\_ NAME \_\_\_\_\_ DATE \_\_\_\_\_

**COUNTERSIGNED:**

SIGNATURE \_\_\_\_\_ NAME \_\_\_\_\_ DATE \_\_\_\_\_