



NATIONAL DRAINAGE & IRRIGATION AUTHORITY

JOB DESCRIPTION/SPECIFICATION

JOB TITLE: MANAGER ADMINISTRATION

DIVISION: ADMINISTRATION

REPORTING TO: CHIEF EXECUTIVE OFFICER

SALARY BAND: SIX (6)

Job outline:

The Manager Administration will assist the Chief Executive Officer with capacity building across the whole range of duties. He/She will have primary responsibility for coordinating work with other members of the management team and will oversee the administrative functions office management. The role also incorporates some strategic duties as instructed by the CEO.

The Main Functions of the job are as follows:

Planning and Monitoring Functions

- Plan and coordinate administrative procedures and systems and devise ways to streamline processes
- Ensure the smooth and adequate flow of information within the company to facilitate other business operations
- Manage schedules and deadlines
- Supervises telephone/telefax service
- Supervises the Office Attendants (Cleaners) so as to ensure that the facility is tidy at all time
- Supervises the systems of handing mails and set target for the delivery of both incoming and outgoing mail
- Monitor inventory of office supplies and approve all Requisitions
- Monitor costs and expenses to assist in budget preparation

Coordination Functions

- Oversee facilities services, maintenance activities and tradespersons (e.g electricians)
- The purchasing of new material with attention to budgetary constraints
- Organize and supervise other office activities (recycling, renovations, Airplane and hotel reservations, event planning etc.)
- Manage the transport fleet, assign tasks to drivers and ensure that transportation is provided and ensure that the drivers adhere to policies and regulations as it relates to the use of the agency's vehicle
- Arrange for timely repairs and maintenance of vehicles
- Report to management on the use and petrol consumption of vehicles

carry out other tasks within the domain of the division

Qualifications and Experience

- Master's Degree in Business Management, Public Administration or Business Management with at least five (5) years' experience in government service in related fields.
- A Degree in Management or other social sciences discipline plus at least Seven (7) years' experience in government services in related fields

Competencies Planning and Organizing

- Set clearly defined objectives
- Plans activities and projects well in advance and takes account of possible changing circumstances
- Manages time effectively
- Identifies and organizes resources needed to accomplish tasks

- Monitors performance against deadlines and milestone

Deciding and initiating Actions

Makes prompt clear decisions which may involve tough choices or considered risks

Takes responsibility for actions, projects and people

Takes initiative, acts with confidence and works under own direction

Work Environment

While performing the duties of this job, the employee regularly works in the office setting

Position Type/Expected Hours of Work

This is a full-time position. Days and hours of work are Monday through Thursday, 8:00 a.m. to 4:30 p.m and Fridays from, 8:00 a.m. to 3:30 p.m respectively.

Updated by: Ms. J. Blackman

Human Resource Manager

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