

**ADMINISTRATION OFFICER II, JOB GROUP `J` - 4 Posts - REF: NO
MCG/PSB/2018/019**

Requirements for appointment

- Bachelor degree in any of the following disciplines:- Public Administration; Business Administration/Management, Community Development or any other social science from a recognized institution;
- Certificate in computer applications from a recognized institution.

Duties and Responsibilities

- Planning of office accommodation and layout;
- Facilitating transport and travelling services;
- Maintaining and updating furniture and office equipment inventory;
- Ensuring payment of bills;
- Facilitating movement of assets;
- Carrying out general maintenance of buildings and furniture;
- Collecting and collating data on developmental activities;
- Providing input in the monitoring and evaluating community projects;
- Providing input in organizing public participation awareness at the local level;
- Disseminating information to the public.