

**ADMINISTRATION OFFICER III, JOB GROUP 'H' - 6 Posts - REF: NO  
MCG/PSB/2018/020**

**Requirements for Appointment**

- Diploma 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 utility bills;
- Facilitating movement of assets;
- Facilitating general maintenance of building and furniture;
- Facilitating logistics for meetings, conferences and other specific events;
- Collecting and collating data on developmental activities;
- Providing input in organizing public participation awareness at the local level.