

1. Administration Officer II, Job Group 'J'- 3 Posts

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.

Requirements for Appointment

- Degree in any of the following disciplines:- Public Administration, Business Administration/Management, Community Development, Supply chain, Trade, economics, Marketing, ICT or any other relevant qualification from a recognized Institution;
- Certificate in computer applications from a recognized Institution