

**CHIEF ADMINISTRATION OFFICER, JOB GROUP `M` - 1 Post - REF: NO
MCG/PSB/2018/018**

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;

Or

- Diploma in any of the following disciplines: - Public Administration; Business Administration/Management, Community Development or any other social science plus a supervisory management course or equivalent from a recognized institution;
- Working experience of not less seven (7) years in administration or management;
- Certificate in computer applications from a recognized institution.

Duties and Responsibilities

- Facilitating maintenance of infrastructure and facilities;
- Overseeing transport management;
- Planning and coordinating office accommodation;
- Overseeing development and updating of office equipment and furniture inventory;
- Overseeing facilitation of meetings, conferences and other special events;
- Supervising provision of security and office services;
- Supervising records management and messengerial services within various departments;
- Managing premises, assets and insurance policies.