



**JOB DESCRIPTION**

**1. IDENTIFICATION**

<b>AGENCY:</b> Justice & Attorney General	<b>SYS. POSN. NO:</b>	<b>REF NO:</b> DJAGAF.40
<b>OFFICE:</b>	<b>DESIGNATION/CLASSIFICATION:</b> ADMINISTRATION OFFICER Gr. 13	
<b>DIVISION:</b> Corporate Affairs & General Administration	<b>LOCAL DESIGNATION:</b>	
<b>BRANCH:</b> Assets & Facilities Management	<b>REPORTING TO:</b> Manager Assets & Facilities Gr. 16	<b>REF NO:</b> DJAGAF.03
<b>SECTION:</b> Assets & facilities	<b>LOCATION:</b> 4 Mile, NCD	

**HISTORY OF POSITION**

FILE REF.	DATE OF VARIATION	DETAILS
HRM 8.20/AF: 30/14	30 <sup>th</sup> APRIL 2014	CREATE

**2. PURPOSE**

Assets & Facilities Management is responsible in ensuring that all key activities, projects and/or contracts are closely monitored to ensure value for money. The Branch itself also overlooks the area of security operations to safeguard staff, assets and facilities belonging to the department.

The Administration Officer is responsible for the smooth running of the day-to-day operations of the headquarter office.

**3. PRINCIPLE ACCOUNTABILITIES**

- Coordinate effectively with other line officers for aligning administrative and operational duties for the effective and efficient operation of the office.
- Seek to ensure cost effective ways for handling daily operational costs in terms of logistics usage and other office utilities.
- Ensure proper management of office structural fixtures in compliance to occupational health & safety standards.

#### **4. MAJOR DUTIES**

- Effectively manage the office and the junior officers for compliance to required standards.
- Ensure proper use of office vehicles
- Overlooking the overall cleanliness of the office building and the fixtures.
- Ensure security and safety of the office property and staffs are maintained.

#### **5. NATURE AND SCOPE**

##### **5.1 WORKING RELATIONSHIP**

###### **a) Internal**

- Report to Executive Manager Assets & Facilities

###### **b) External**

- Liaise with other counterparts of other branches of the department seeking collaboration and cohesiveness.

#### **6. QUALIFICATIONS, EXPERIENCES AND SKILLS**

##### **a) Qualifications**

- Must possess a Diploma in Management from any recognized Institution.

##### **b) Knowledge**

- Good knowledge in carrying out administrative duties.
- Must possess good knowledge of the Public Finance (Management) Act and the Public Service General Orders.
- Good knowledge in the use of Microsoft programs such as MS Word, Excel and PowerPoint.

##### **c) Skills**

- Must have excellent computer skills in MS Word, Excel, Database and Power Point
- Good records management skills
- Good office administration skills
- Must possess good interpersonal ability when dealing with both officers within the department and clients.
- Must have ability to maintain confidentiality in sensitive office matters
- Good communication skills in both oral and written.

##### **d) Experience**

- At least three (3) years of experience in a similar field.

