

## **Job Description – Administrative Officer**

**REPORTS TO:** Head, Corporate Services

**PURPOSE:** To provide administrative support services and to ensure the efficient and effective completion of day to day human resources management functions and duties essential to the operations of the Commission and its Secretariat.

### **KEY RESULT AREAS:**

- Recruitment and Performance Appraisal Support
- Administrative Support
- Monitoring of Capacity Building Initiatives
- Records Management
- Information and Reporting
- Stakeholder Management

### **EXTERNAL RELATIONS:**

- Stakeholders
- Government and Statutory Agencies

### **RANGE OF ACTIVITIES:**

#### **Administer the Performance Appraisal System:**

- Prepare appraisal forms;
- Prepare increment letters and other related correspondence;
- Maintain electronic and manual records;
- Prepare compensation documentation;

#### **Support the recruitment process and manage Human Resources Management System (HRMS)**

- Maintain the HRMS;
- Prepare and Post Job Advertisements;
- Complete applications broadsheets,
- Prepare candidate correspondence including offer letters, medical requests and appointment letters;
- Prepare staff contract documents;

#### **Monitor and Evaluate Capacity Building Initiatives:**

- Evaluate the impact of ongoing capacity building initiatives recommended by the Commission;
- Report how the activities did or did not accomplish the intended outcomes as outlined in the original planning documents;

- Identify areas for improvement and make recommendations to inform the Commission's efforts in this area;

Provide Logistics and Administrative Support:

- Provide Secretarial reports where necessary;
- Ensure the implementation of Occupational Safety and Health policies;
- Coordinate training workshops and seminars;
- Produce and submit reports on general administrative activities;

Provide clerical support to staff:

- Prepare Job Letters;
- Respond to day to day enquires;
- Assist in Benefits/Claims Processing;

Perform any other related duties to support the efficient functioning of the Commission and its Secretariat.

## **EDUCATIONAL QUALIFICATIONS AND EXPERIENCE**

- Degree in Business Management with at least three (3) years' experience in the Human Resources Management Field

**OR**

- Diploma in Human Resources Management or related field with at least five (5) years' experience in the Human Resources Management field.

Knowledge of Public Service rules and Occupational Safety and Health policies would be an asset.

## **Other Requirements**

- Excellent Interpersonal and Communication Skills;
- Ability to plan and organise;
- Willingness to adjust work hours and work under pressure;
- Strong organizational ability and problem-solving skills with capacity to establish systems that improve office management activities and work flow;
- Demonstrated ability to operate computer software including Microsoft Word, PowerPoint and Excel;