**Independent Commission Against Corruption**

**Job Specification**

**Post :** **Senior Officer - Administration**

**Division :** Corporate Services

**Report To :** Director, Corporate Services

**Qualifications :** **Either**

1. A Degree in Management or an alternative qualification acceptable to the Commission
2. At least three years ‘experience at middle management level.

***Desirable Skills & Abilities : Highly reliable/High sense of responsibility and integrity.***

***Organizational skills.***

***Proactive and results-oriented***

***Interpersonal and communication skills.***

***Basic Computer skills.***

**Duties & Responsibilities :**

1. To assist the Director (CSD) and the Secretary to the Commission in the discharge of his functions.
2. To provide administrative support to the other Divisions of the Commission.
3. To ensure that policies, rules, regulations and procedures are properly and consistently applied.

4. To ensure the judicious use of vehicles and equipment and arrange for their proper maintenance.

5. To be responsible for office accommodation, furniture and equipment.

6. To prepare comprehensive and complete Board Papers in respect of issues pertaining to the section under his control.

7. To be responsible for Assets Management.

8. To be responsible for transport and fleet management.

9. To ensure that health and safety norms are observed.

10 To manage the work of the section under his control and to supervise and provide proper guidance to junior staff.

11. To supervise the work of contractors.

12. To organize and supervise the work of Drivers, Handyman and Office Attendants/ Custodian.

13. To perform such other duties related to the main duties listed above or related to the delivery of the output and results expected from the Senior Officer in the roles ascribed to him.

Note: *The Senior Officer should be prepared to work outside normal office hours, including during week-ends and public holidays*