

POSITION PROFILE: Administration Officer III

Job Title	Administration Officer III
Reports to	Head HR & Admin
Grade	NACC 6
Department	Finance & Administration
Business Purpose/Objective	Provide support to the administrative and office support activities and work closely with the Administrative Officer II in managing the daily operations and logistics of the NACC
Accountabilities (Responsibilities)	
<ul style="list-style-type: none"> • Working closely with the Administrative officer II and the HRO during scheduling of HR and Administration events; • Provide logistical support in the management of events and routine operations • Managing the servicing, licensing, and fuelling of motor vehicles; • Liaising with other support staff in supervision of office cleaning, maintenance and repairs; • Keeping track of Administrative contracts and lease agreements • Facilitate travel of staff to various places for programme implementation; • Data entry into the fleet management system and ensuring its efficiency and report generation • Supervision of drivers and allocation of vehicle parking slots; • Fleet management. 	
Educational	<p>For appointment to the post, a candidate must: -</p> <p>(a) Be in possession of Bachelor's degree preferably in any of the following fields:</p> <ul style="list-style-type: none"> • Human Resource Management • Human Resource Development / Records Management • Business Administration and or Management • Public Administration • Project Planning and or Management • Organizational Behaviour and or Psychology • Labour / Industrial Relations • Procurement/ Purchasing / Supplies Management <p>(b) Evidence of Computer literacy and or proficiency in an analytical package will be an added advantage</p>
Experience	Must possess a minimum of two (2) years' work experience in a busy Administration office
Key competencies	<ul style="list-style-type: none"> • Analytical skills • Honesty and integrity • Good interpersonal and communication skills • Available to work beyond regular office hours and to travel for extended periods outside designated work station • Attention to detail