

Terms of Reference

Title: Administrative Officer
Reports to: Registrar
Grade: P5 A – P2 A

Key Duties & Responsibilities:

1. Manage general administration of the University by way of providing expertise in various matters related to administration;
2. Develop appropriate policies and procedures that will enable the administrative function to operate smoothly;
3. Formulate service standards and implement it in coordination with the Colleges;
4. Effectively carry out the administration, movement of staff and transportation, preparation of budget, procurement of office materials, etc.;
5. Facilitate in processing visas, work permits, passports, route permits and other relevant permits for all staff including guests and visitors of the University;
6. Ensure effective coordination of various activities of the organization as and when required;
7. To oversee the vehicle and mobility services in the University;
8. Manage staff within the division, if any; and
9. Attend to any other tasks assigned by the supervisor.