



including budget and planning requirements

ii. Implement administration for the Ministry to ensure MOP requirements are met through preparation of Cabinet papers, briefings and discussion papers

iii. To ensure the customer service delivery is effective and efficient at all levels

iv. On top on all supporting assistance required from our Ministry

All Ministry Administration is accurate and completed on time

Strategic Planning and Reporting

i. MOP preparation

ii. Progress report on achievement of MOP activities

iii. Authorize expenditure

iv. Documenting and reporting minute reports on all meetings attended.

Completed and submitted on time

Progress reports completed and submitted to NPO on time

Vote for transfers are actioned; required by Divisions/Vote Managers

All PV/HPD actioned within 1 receipt in accordance with dele and financial regulations

People Management

i. Develop HRM framework for the Ministry under the advice from the Secretary

Accurate and timely submission line with the HRM framework Ministry.

16. Key Challenges

A key challenge of the post is leading and coordinating administration activities of the ministry to ensure that technical staff can perform their roles effectively. This may include providing advice to technical staff on administrative matters.

17. Selection Criteria

17.1 PQR (Position Qualification Requirement):

Education: Post Graduate in Public Administration, Business Administration, Project management, Policy development, E-commerce and Administration related fields with 5 years relevant work experience at senior management level or 7 years work experience at middle management level.

Experience:

This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. It is an expectation that you may be required to perform additional duties as required.

Approved by: 

Date: 26/6/24

Job Training:

Prerequisite:

172 Key Attributes (Personal Qualities):

1. Knowledge

- Customer and personal service
- Administration and management
- Personnel and Human resources

2. Skills:

- Speaking talk to others to convey information effectively
- Active Listening
- Social perceptiveness
- Monitoring
- Critical thinking
- Learning strategies
- Negotiation
- Persuasion

3. Attributes

- Efficient
- Effective
- Innovative
- Creative
- Approachable

This position description provides a comprehensive but not exhaustive outline of the key attributes of the role. It is an expectation that you will be required to perform additional tasks as required.

Approved by:

*[Signature]*

30/6/24