

# Environmental Protection Agency



## Job Description

**Job Title:** Administrative Officer  
**Reports to:** Executive Director  
**Overall objective:** To implement personnel policies and procedures of the Division and supervise other backup staff.

## Duties and Responsibilities

The Administrative Officer will be responsible for:

1. Responsible for the daily operations of the fleet of vehicles.
2. Examine and ensure that vehicles' logbooks are maintained on a weekly basis.
3. Make arrangements for purchases for the office and for workshops.
4. Undertaking to procurement of goods and services.
5. Managing photocopying procedures, laminating and binding operations and ensure that proper records are made and kept.
6. Assisting in implementing of welfare benefits for the unit.
7. Act as interim Human Resources Personnel
8. Supervision the administrative backup staff to ensure that standard procedures are adhered to.
9. Liaising with contractors on building works, equipment, and fixtures.
10. Performs other related duties which maybe assigned from time to time.

## Job Specification:

The incumbent should possess a minimum of a B.Sc. in Management or a related field with at least three years experience in a similar capacity. Computer literacy is desirable and good communication skills.

## Communication, influence and motivation

He/she will have responsibility for personal interaction with staff of all Divisions so should have good interpersonal skills.

## Resource Management

He/she will be dealing with material of a confidential nature.

## Accountability

He/she will be expected to take the initiative to identify and resolve problems and to ensure fair and equitable application of procedures is met so should have analytical /problem solving skills.