



National Irrigation Commission Limited

CAREER OPPORTUNITY:

MANAGER, ADMINISTRATIVE & OFFICE SERVICES

Job Summary

Under the supervision of the Director, Administration and Human Resources, the Manager of Administrative and Office Services is responsible for effective Administrative Services throughout the Corporate Head Office and all District Offices.

Key Responsibilities include:

- ✚ Coordinates and monitors correspondences and records management throughout the Commission;
- ✚ Manages the operations of the Commission's Registry and Library;
- ✚ Monitors general administrative procedures, policies and practices in all District Office to ensure adherence/compliance;
- ✚ Reviews and prepares Standard Operating Procedures (SOPs) for general Administrative Functions throughout the Commission;
- ✚ Manages procurement and distribution of office furniture, equipment, stationery and supplies for the organization and maintain updated records for these activities;
- ✚ Prepares annual budget for office services to include all District offices;
- ✚ Manages the switchboard operations at the Head Office and monitors similar operations within the District Offices;
- ✚ Manages the general sanitization and cleaning of the internal and external work environments at the Head Office;
- ✚ Coordinates repairs and maintenance of office furniture and equipment;
- ✚ Manages the process of receipt and dispatch of company documents both internally and externally and maintains an efficient system of recording and tracking these activities;
- ✚ Manages the operations of the Document Centre at Head Office;
- ✚ Assists with planning and coordinating events for the Commission to include meetings/ outside broadcasts/ceremonies;
- ✚ Conducts site inspections to monitor the care and use of office equipment and supplies;
- ✚ Manages staff assigned and supports their development on the job.

Minimum Requirements:

- Bachelor's Degree or its equivalent in Business Administration or a related field of study;
- Minimum of three (3) years working experience in a managerial or supervisory position;
- Excellent command of the English Language and ability to communicate effectively both orally and in writing;
- Knowledge of Public Procurement Guidelines and processes;
- Excellent time management and organizing skills;
- Excellent interpersonal skills;
- Problem-solution oriented;

We are inviting interested persons who meet the requirements to apply by submitting a cover letter and detailed Resume no later than **August 31, 2024**.

The Manager - Human Resources & Industrial Relations

P.O. Box 631

Kingston 6

Or email: hr@nicjamaica.com

Please note that only shortlisted applicants will be contacted.