



**PUBLIC EXPENDITURE DIVISION
JOB DESCRIPTION AND SPECIFICATION**

This document will be used as a management tool and specifically will enable the classification of positions and the evaluation of the performance of the post incumbent.

JOB TITLE:	Administrator
JOB GRADE:	GMG/AM 4
POST NUMBER:	72575
DIVISION/BRANCH:	Public Investment Appraisal Branch
UNIT/SECTION	Public Investment Appraisal
REPORTS TO:	Principal Director

This document is validated as an accurate and true description of the job as signified below:

Employee

Date

Manager/Supervisor

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date Created/revised

Job Purpose

Under the general direction of the Principal Director, and working in close collaboration with Branch staff, and relevant service providers, the Administrator is responsible for coordinating and liaising with MDAs in providing support services in facilitating capacity building, administrative support, documentation and logistics related activities of the Section, so as to enable improve Branch efficiency; and the implementation and administration of a records management system in support of Branch related activities, and the overall effective and efficient Organisational functioning of PIMSEC.

Key Outputs:

- Annual work plan developed/implemented/monitored/evaluated
- Logistics for events/activities coordinated/planned/executed
- Training/sensitization progress/facilitated/recorded
- Records/database/documentation system developed/established/maintained
- Accuracy/quality/integrity of records verified/validated
- Requests for records reviewed/verified/provided
- Emergency/recovery plans developed/managed
- Retention schedules monitored & records for disposal identified
- Annual Reports prepared/formatted/submitted
- Periodic/special reports prepared/formatted/submitted
- Staff performance objectives/measures established/monitored/evaluated

Key Responsibility Areas:

Technical / Professional Responsibilities

- Coordinates and administers the development, implementation and evaluation of an annual work plan, including program, strategy, goals and budget
- Functions as the point person for sensitization, logistics and documentation matters within PIMSEC
- Collaborates with PDSS staff and Communications Officer in facilitating training and sensitization needs and in planning and executing interventions to build awareness around PIMS processes so as to enhance the capacity of MDAs' project personnel
- Administers in collaboration with PDSS staff, a recordkeeping system to track participation and outcomes in training/sensitization activities so as to facilitate evaluation of progress in process improvements and capacity building
- Oversees and administers a documentation management system and database for the classification, storage, tracking and retrieval of records, including all projects screened and approved for entry into the Public Sector Investment Programme (PSIP)
- Oversees and assists with development of a record classification system, including methods of organization and description, control mechanisms and tools

- Maintains business classification systems in accordance with GOJ RIM Policy and standards, and monitors and reviews arrangements and description of records for completeness
- Supports the Communications Officer in developing and maintaining archives of visual, audio and electronic materials
- Ensures the security, accuracy, quality and integrity of records within the system
- Assists with the development of policies for the records management programme and the implementation of a disaster preparedness and recovery plan
- Receives and processes requests for records and information by verifying, identifying routine as opposed to sensitive records and authorizing release and/or referral as deemed appropriate
- Monitors retention schedules; identifies records for disposal and coordinates their disposal in accordance with established retention and retirement schedules and legal and regulatory requirements
- Ensures adherence to records management procedures and policies, including security, retention, retrieval, disposal and disaster recovery
- Coordinates and manages the preparation of an annual report on PIMS as a means of highlighting project status, achievements and challenges, and improving communications and transparency with stakeholders, including the general public and IDPs
- Provide leadership in the provision of office management services including resources and other requirements for the Branch to function efficiently
- Stays abreast of trends and developments in the areas of responsibility, by participating in conferences, workshops and seminars; reading professional publications; maintaining professional networks; and participating in professional organizations

Other

- Performs other related duties and responsibilities as may be determined by the Principal Director

Management/Administrative

- Collaborates with the Principal Director in developing, implementing and monitoring an annual plan and budget for the Unit
- Prepares internal periodic and special reports on areas of responsibility including the status of programs, challenges and solutions
- Ensures appropriate policies, procedures and standards are in place to guide training and documentation related operations
- Provides orientation and sensitization in records management procedures
- Provides inputs in the development of the Management Information Systems that tracks and monitors progress on project related activities

Human Resources

- Fosters and promotes teamwork and a harmonious and collaborative working environment among team members
- Provides leadership to staff through effective objective/goal setting, performance evaluation, ongoing feedback, delegation and communication
- Participates in the recruitment and selection of staff for the Unit

Performance Standards

- An annual work plan is developed, implemented, monitored and reviewed in a timely manner
- Effective working relationships with internal and external stakeholders are developed and fostered that facilitates the efficient delivery of services
- Planning and execution of training/sensitization programs and other activities is undertaken in an efficient and effective manner so as to achieve program/events objectives
- Training and sensitization in support of the PDSS Section facilitated
- Documentation and records management system is developed and maintained on a current basis; is accessible; and satisfies documentation/information needs
- Accuracy, quality and integrity of records within the system is verified and validated
- Requests for records and information is reviewed, verified and provided in a timely manner
- Security, retrieval and disaster preparedness and recovery protocols are adhered to
- Records for disposal are identified and disposed of in accordance with established retention and retirement schedules and regulations
- Preparation of annual PIMSEC report is appropriately supported, formatted; and are prepared and submitted in a timely manner
- Periodic reports on Unit's activities are prepared and submitted in a timely manner
- Periodic appraisal of the performance of staff is conducted, feedback provided and appropriate interventions facilitated and initiated in a timely manner
- Professional development activities for Unit staff are identified and engaged in on an ongoing basis

Internal and External Contacts (specify purpose of significant contacts:

Contacts Internal to the organisation:

Contact (Title)	Purpose of Communication
• Project Analysis & M&E staff	• Re training facilitation/documentation; preparation of annual report
• MOF&PS staff	• Re request for PIMSECs records/documentation
• MIS staff	• Re IT infrastructure and database support for documentation activities

Contacts external to the organisation required for the achievement of the position objectives:

Contact (Title)	Purpose of Communication
<ul style="list-style-type: none">• MDAs	<ul style="list-style-type: none">• Re training facilitation in support of PDSS Section
<ul style="list-style-type: none">• Service providers	<ul style="list-style-type: none">• Re provision of administrative support to the Branch
<ul style="list-style-type: none">• Auditors (external)	<ul style="list-style-type: none">• Re conduct of audit and requests for supporting information/documentation as may be necessary

Required Competencies:

Core

- Strong interpersonal and customer service skills
- Excellent presentation, oral and written communication skills
- Well-developed planning, organizing and time management skills
- Ability to forge effective working relationships internally and externally
- Meticulous attention to detail
- Ability to multitask and work under pressure in meeting demanding schedules and timelines
- Ability to maintain confidentiality and integrity in matters of a sensitive nature

Technical

- Knowledge of the organization and maintenance of documentation management and database systems
- Knowledge of the methods of design and development of classification system, control mechanisms and tools
- Ability to develop training/sensitization plans and compose reports involving synthesis of a complex range of information
- Proficiency in Microsoft Office Suite, spreadsheet programs, and database systems

Minimum Required Education and Experience

- Bachelor's Degree or equivalent in Public Administration /Administrative Management, or other relevant Social Science discipline
- Three to five (3-5) years' experience working in a records management capacity or in an administrative capacity supporting a Senior Executive
- Exposure to project management skills and software would be added assets

OR

- An equivalent amount of relevant education and experience

Authority to:

- Authorize the release of routine records
- Verify accuracy, integrity and completeness of documentation
- Maintain security, retention and retrieval protocols
- Participate in the recruitment and selection of staff supervised
- Recommend leave of absence

Specific Conditions associated with the job:

- Work is performed in normal office conditions
- May be required to travel away from base occasionally in the planning and execution of events
- May require lifting and carrying documents from one place to another
- May be required to work beyond normal working hours in order to meet deadlines