

<b>POST DESCRIPTION</b>	
Ministry/Department: Ministry of Trade & Economic Development	
Job Title: <b>Administrative Officer</b>	
<b>Job Purpose:</b> Responsible for ensuring that all files and database are updated and available for reporting purposes for the Account and HR Units.	
Responsible for the daily operations and maintenance of the Leadership and Corporate Services Division.	(i)- Clean and customer-oriented Help Desk (ii)- Efficient and professional service is provided to customers at all times.
Responsible for management and maintenance of all manual and electronic files of the Leadership and Corporate Services Division	(i)- Timely and efficient update of management of (ii)- Timely and efficient reporting to HOD
Responsible for all deliveries, placing orders, printing and ensuring sufficient stationery is available for use within the Division	(i)- Timely and accurate
Responsible for logistics arrangements of any consultations/meetings and stakeholders that the division is responsible for	(i)- Timely, accurate with no delays, disruptions and complaints due to logistics arrangements.
Collect receipt and revenue from fees paid to the Ministry, prepare documents and pay-in to the Bank on a daily basis.	(i)-100% timeliness of payments being made with no delays due to work errors or/and carelessness (ii)-100% compliance with MoF instructions and current policy (iii)-Database and records of payments are maintained and up-to-date.
Monthly reports on the attendance of all staff	(i)-Timely and accurate reports submitted to HOD on first week of every month.
Perform any other duties that the HOD and the CEO may require from time to time,	(i)-Perform duties as required (ii)-Recognizes Government/Ministry priorities
<b>Reports directly to:</b>	<b>Head of Leadership and Corporate Services Division</b>