

THE INSTITUTE OF TECHNICAL EDUCATION AND TECHNOLOGY

Post: Administrative Officer

- Qualifications:**
- A. A degree in Science or Humanities or Education or Social Sciences or Management or Business Administration from a recognized institution or an equivalent qualification acceptable to the Council.
- B. Candidates should:
- (i) reckon at least two years' post-qualification experience in Management or Public Administration or Human Resource Management;
 - (ii) be familiar with modern trends and techniques in management;
 - (iii) possess a critical and analytical mind and have a multi-disciplinary approach to problem-solving;
 - (iv) have the potential and ability to command and lead others, to promote teamwork and exercise authority;
 - (v) possess good interpersonal and communication skills;
 - (vi) have a high degree of maturity in evaluating and analyzing matters of concern to the Institute;
 - (vii) be versatile and have the ability to adapt to different work situations;
 - (viii) have the ability to meet tight deadlines; and
 - (ix) be computer literate.

Candidates should produce written evidence of experience/knowledge claimed

- Duties:**
1. To assist in the design, formulation and implementation of projects/programmes/policies and ensure timely procedures to give effect thereto.
 2. To act as Secretary, keep record of the Council meetings and ensure follow up on decisions taken.
 3. To be responsible for one or several areas of activities falling within the ambit of the Institute.
 4. To promote and participate in the organisation of programmes, functions and activities aiming at enhancing organisational efficiency and effectiveness.
 5. To represent the Institute in negotiations with various stakeholders.
 6. To prepare and ensure timely submission of returns/status reports/ position papers and other related documents, as and when required.
 7. To draft and prepare agenda, minutes and reports at management and other committee meetings.

8. To assist in the computerization process, implementation of a performance management system, and any other reforms as and when required at the Institute.
9. To liaise with outside bodies and institutions in the furtherance of the activities of the Institute.
10. To use ICT in the performance of his duties.
11. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Administrative Officer in the roles ascribed to him.

Salary:(Negotiable based on qualification and proven work experience)

Minimum /Starting point Rs27,400 (within range Rs 27,400—62,700)