

# BEACH AUTHORITY

**POST: Administrative Officer**

**Note:**

Salary Scale: Rs 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700 (BA 21)

**Age limit:** Candidates, unless already in the public service, should not have reached their 40<sup>th</sup> birthday by the closing date for submission of Applications.

**Qualifications:**

A. A degree in Management and/or Administration from a recognised institution or an equivalent qualification acceptable to the Board of the Beach Authority.

B. Candidates should –

- (i) reckon at least three years' experience in the fields of administration and management;
- (ii) have good verbal and written communication and interpersonal skills;
- (iii) possess a critical and analytical mind and have a multi-disciplinary approach to problem solving;
- (iv) have potential and ability to command and lead others to promote team work and exercise authority; and
- (v) be computer literate.

Candidates should produce written evidence of experience/knowledge claimed.

**Role and Responsibilities:** To provide general assistance and support to the Administrative Manager in the day-to-day administration of the Authority.

**Duties:**

1. To assist the Administrative Manager in the administration and management of the Authority and to ensure the most economical, efficient and effective use of resources.
2. To act as Secretary to Board meetings and any other Committee, as and when required.
3. To assist in –
  - (i) formulating and maintaining adequate administrative procedures throughout the Authority;
  - (ii) implementing and coordinating decisions, follow-up action and inter-section communication;

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- (iii) the formulation and implementation of Board's policies; and
  - (iv) the preparation of various reports and magazines relating to the Authority.
4. To be responsible for office accommodation, repairs and maintenance of all office and its sub offices' requisites and furniture.
  5. To promote and participate actively in the organisation of programmes, functions and activities aiming at enhancing organisational efficiency and effectiveness.
  6. To supervise and provide guidance to staff working under his responsibility.
  7. To service the Board and other Committees of the Authority and to ensure follow-up actions.
  8. To use ICT in the performance of his duties.
  9. 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.
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**Date: 12 April 2024**

*Rm/lc/sc*