

### **Post Description**

1. Title of Position : **Office Manager**
2. Category and Grade : “General Service” category, GS6 – GS7
3. Term of Appointment : Three years, renewable
4. Duties and Responsibilities: Under the supervision of the Administration Director, the Office Manager shall perform the following duties and responsibilities:

#### *Office Administration*

- Ensures the orderly and efficient operation of the Centre’s office;
- Procures, maintains, and manages office furniture, infrastructure, utilities, stationery, and supplies;
- Manages office budgets;
- Responsible for the upkeep of the office and ensures office operation is efficient and well-functioning;
- Deals with correspondence, complaints, queries, and other administrative issues in the Centre’s office.

#### *Human Resource Management*

- Manages employee recruitment process: ascertains requirements, places job postings, collects applications, performs initial screening, arranges interviews, performs appropriate post-interview procedures, coordinates reference check, processes employee agreements, etc.;
- Organizes an induction/orientation programme for new employees;
- Keeps personnel records up-to-date and confidential;
- Monitors current development and government announcements and ensures that employee health and safety and relevant policies are up to date.

#### *Administrative Support*

- Organizes meetings, conferences, and events;
- Provides logistic support such as transportation, accommodations, etc.;
- Prepares letters, presentations, reports, forms, check-list, and templates;
- Manages databases and systems in support of the Centre’s website, social media, and What Works Clearinghouse in coordination with the relevant Centre staff and/or outsourced resources;
- Liaises with staff, suppliers, donors, and partners as necessary.

#### *Other Duties*

- Delegates, supervises, and monitors the work of administrative staff under supervision;
- Performs other duties assigned by the Administration Director.

5. Qualifications and Experiences:
  - a) Age at between 35 - 60 years old.

- b) A minimum of a Bachelor's degree in accounting, finance, business administration, public administration or a related field.
- c) Minimum five years working experience in an office administration role in education field.
- d) Computer literacy with knowledge of and hands-on experience with software packages for office usage.
- e) Good interpersonal and time management skills.
- f) Experience contacting and coordinating with external stakeholders at different levels.
- g) Good command of English.
- h) Ability to function well in a team-oriented environment.