

**GOVERNMENT OF GUYANA – BUREAU OF STATISTICS
POSITION DESCRIPTION ---MANAGEMENT**

POSITION TITLE:	ADMINISTRATIVE OFFICER	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">SALARY SCALE:</td> <td style="width: 50%; text-align: center;">BS - 6</td> </tr> </table>	SALARY SCALE:	BS - 6
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REPORTS TO:	HEAD: ADMINISTRATION			
AGREED TO:			
APPROVED BY:			
DATE EFFECTIVE:			

1. ACCOUNTABILITY OBJECTIVES:

Responsible for effectively coordinating, directing and supervising general office administration functions, including reception, office communication, mail handling, housekeeping and janitorial service, as well as facilitates maintenance, with a view to ensuring that the Bureau’s physical plant and systems are all functioning efficiently and optimally in support of the attainment of its core technical goals and objectives.

2. DIMENSIONS OF POSITION:

A. NATURE AND SCOPE:

The Administrative Officer is principally required to provide administrative support to the Bureau by supervising and coordinating the work of staff engaged in the provision of services such as security, housekeeping and janitorial, receiving and dealing with visitors, answering the telephones and directing callers appropriately, mail delivery and other general office support.

The Administrative Officer is required to collaborate with Heads of Department and Supervisors to ensure that the environment is one that enables the highest levels of performance and productively, that staff feel safe and secure and that visitors are dealt with professionally and in a caring way. The incumbent is expected to foster teamwork and display the communication skills required to interact productively with fellow Supervisors and subordinates as well as external service providers.

B. PRINCIPAL ACTIVITIES TO ATTAIN ACCOUNTABILITY OBJECTIVE: (These statements identify specific activities necessary to attain the overall objective while not precluding the position holder from carrying out other related duties that may be inherent in the position)

Advises Head: Human Resource & Administration in all areas pertaining to office administration and participate in the formulation and execution of related policy for the Bureau.

Confers with Head: Human Resource & Administration during Department budget preparation and planning activities and makes inputs with a view to ensuring that adequate financial resources for office administration are catered for.

Supervises the housingkeeping staff by ensuring that appropriate standards of cleanliness and office hygiene are set and followed and by conducting periodic visual inspections; ensures that there is adequate coverage through the preparation of a roster for Cleaners.

Coordinates sundry administrative support activities for the Bureau by supervising the work of clerical and administrative staff engage in the provision of services such as document reproduction (printing and copying), mail delivery (internal and external), refreshment distribution, boardroom and training room preparation, etc.

Ensures that regular basic servicing checks are carried out on standby generator, such as cleaning and checking of fuel levels, etc. in order to maintain it in a state of readiness and requisitions fuel as necessary; engage the generator dealership in conducting all stipulated schedule maintenance.

Supervises and coordinates activities concerned with office and grounds maintenance, office equipment maintenance, building security, and similar services. Engages, where necessary, contractors to provide such services and monitors their performances.

Requisitions office supplies and equipment locally and abroad and supervises their distribution ensuring that appropriate inventory records are maintained.

Advises and assists subordinates staff in the area of office management. Arranges and/or attends meetings on day-to-day administrative matters; participates in discussions of new or revised procedures; interprets and assesses the impact of changes; and makes recommendations for follow-up-action.

Conducts annual performance appraisal of staff directly supervised on the basis of their specific contributions in attaining set objectives; prepares individual development programme for appraisee in order to improve performance and enhance promotability.

Coordinates inputs from subordinates towards the preparation of an annual report on the Section's activities and achievements; prepares other periodic reports as necessary or when requested.

C. PERSONNEL SUPERVISED BY THIS POSITION:

DIRECTLY

Expeditor
Receptionist
Publication Officer
Office Assistants
Cleaners
Handyman

D. PRINCIPAL EXTERNAL RELATIONSHIP: (The incumbent relates to the following external agencies/functionaries in pursuing accountability objectives)

- Suppliers of Office Supplies
- Suppliers of Cleaning Supplies
- Fuel Supplier
- Computer Dealers
- Guyana Post Office Corporation
- Generator Dealership
- Telephone Companies
- Guyana Power and Light (GPL)
- Security Services
- Service Technicians and Delivery Personnel

E. WORKING CONDITIONS:

Normal office conditions: 8:00 am - 12:00 noon, 1:00 p.m. - 4:30 p.m. from Monday to Thursday and 8:00 am - 12:00 noon, 1:00 p.m. - 3:30 p.m. on Friday. May be expected to work late whenever the need arises.

F. QUALIFICATION, KNOWLEDGE AND EXPERIENCE:

A Diploma in Social Science from a recognized University in Public Management, Business Management, Public Administration, Administrative Management or Management Studies.

PLUS

A minimum of five (5) years' post- qualification experience as an Administrative Assistant or similar with supervisory responsibility.

Must be proficient in Microsoft Office, especially Microsoft Word, Excel and Access.