

JOB DESCRIPTION

Title	Admin and Registry Officer
Institute/Department	Business Investment and Commercial Service (BICS)
Reports to	Manager BICS
Location/Campus	Kukum Campus

Summary

The position is responsible for the key areas of office administration aimed to providing high quality and comprehensive administration support to staff and to students

The role involves relevant elements of the department and management of administrative processes relating to the student experience, providing support to students and staff and working closely with procurement, finance, PVCC office, and property. The post holder will be expected to provide accurate advice to manager BICS, staff and student and will require a good working knowledge of SINU procedures and regulations to fulfil the duties of the role

Roles and responsibilities of Admin and Registry

Administration

- Ensure proper and sound knowledge on filing systems both physical filings and soft copy filings
- Have sound attitude of customer care service to staff and students
- Capable of handling issues at hand and pout of hand.
- Assist office secretary on matters arising in the department.
- Assist in canteens shop both in kukum and Panatina Campuses
- Order of office stationery, furniture for the officer.
- Support the students in delivery of induction and other student –focused events
- Monitor office supplies and order stock as required
- Assist in the finance unit in terms of making reports on revenue income /collections
- Look after SINU properties for hiring such as lecturer rooms, pavilion, classrooms and sporting grounds.

Problem solving and impact

- To assist in making decisions regarding operational aspects administration within the Division
- To contribute to decisions, that has an impact on other related division’s activities.

Resource management

- To contribute to the overall management of the division in areas such as hiring classroom, playing grounds etc.
- To alert the Head of department to any budget shortfalls and HR issues within the Unit.

Working Environment

- To balance the competing pressures knowledge transfer, administrative demands and deadlines.
- To skillfully work cross divisions and functions in the resolution of HR issues.
- To take responsibility for conducting risk assessments and reducing hazards (depending on area of work and level of training received).
- To engage in continuous professional development.

Decision making authorities

- Provision of advice to staff on Human Resource Management procedures and policy
- Assist officer secretary on matter arising in the department.

Minimum Qualification Requirement:

Degree or Diploma in administration, accounting and finance from a recognized institution.

Other Requirements:

- Ability to work under pressure; ability to work long hours, and in the weekends or public holidays without demands for additional remuneration; ability to travel at short notices on university business; excellent data analysis skills (including high degree of proficiency in MSExcel); and excellent written and verbal communication skills are required.

Experience

- Have 3 to 5 years work experiences in the relevant position.
- Well presented with good written and spoken English.
- Experience with administration and registry processes.
- Excellent Customer Service
- Computer proficiency in the standard packages (word processing, e-mail and internet use, and spreadsheets)
- Reliability and punctuality.
- Ability to work as a team member.

Terms and Conditions

The position is for three (3) years under an employment contract. Remunerations and benefits will according to SINU Salary level for Officers under the General Support Services Stream. The contract is renewable subject to good performance.