

JOB DESCRIPTION

Title	Executive Officer
Institute/Department	Faculty of Education and Humanities
Reports to	Dean FEH
Location/Campus	Panatina Campus

Summary

This position is responsible for management of day today activities that related to executive officer duties for the University.

Roles and responsibilities of Executive officer

Administration

- Preparation of submissions to senior management committee via written or presentation skills.
- Responsible for managing low, medium and high operation level.
- Training and monitoring staffs to ensure competency in their specialised area.

Problem solving and impact

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

Resource management

- To contribute to the overall management of the division in areas such as budget.
- To alert the Head of department to any issue related to staffs end contracts and grievances

Working Environment

- To balance the competing pressures knowledge transfer, executive officer 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
- Assistance in the allocation of workload to staffs within the vision.

Minimum Qualification Requirement:

Degree or Diploma qualification in Public Administration and Human Resource management, majoring in business studies and law from 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 MS Excel); and excellent written and verbal communication skills are required.

Experience

- Well presented with good written and spoken English
- Experience in drafting proposal in related to University Policy issue and legislation
- Excellent Customer Service
- Computer proficiency in the standard packages (word processing, e-mail and internet use, and spreadsheets)
- Reliability and punctuality with strong attendance history.
- Team player.

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.