



## **JOB DESCRIPTION FOR ADMINISTRATION OFFICER- SINU STUDENT ASSOCIATION (SINUSA)**

Title:	Administration Officer –SINU Student Association (SINUSA)
School/Division:	Campus Life and Welfare Department
Category:	Administration
Reports to:	Campus Life and Welfare Manager
Location/Campus:	SINU, Kukum Campus

### **1. SUMMARY OF DUTIES**

The Administration Officer in the Campus Life and Welfare Department plays a critical role in supporting the overall administration and operations of campus programs focused on student well-being and community engagement, fulfilling its mission of providing a holistic and supportive educational environment.

### **2. MAIN DUTIES AND RESPONSIBILITIES**

#### **2.1. General Administrative Support**

- Managing records, files, and correspondence efficiently, and assisting with scheduling meetings, preparing agendas, and taking minutes.
- Efficient Record Management: Ensuring all university records are accurately maintained and easily accessible.

#### **2.2. Communication**

- Acting as a point of contact for internal and external communications, responding to inquiries professionally.
- Timely Communication: Delivering clear and professional communication to internal and external stakeholders.

#### **2.3. Documentation and Reporting:**

- Preparing reports, presentations, and other necessary documents.
- Operational Support: Providing logistical and administrative support for university events and activities.



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### **2.4. Office Management**

- Monitoring office supplies and equipment, supporting onboarding processes, and ensuring compliance with organizational policies.
- Compliance and Reporting: Preparing reports and ensuring adherence to university policies and regulations.

### **2.5. Financial Support**

- Assist with budget tracking and expense reporting.
- Maintain accurate records of office expenditures and invoices.

### **2.6. Compliance and Confidentiality**

- Ensure adherence to organizational policies and procedures.
- Maintain confidentiality of sensitive information.

## **3. QUALIFICATIONS REQUIRED**

### **3.1. Educational Background**

The applicant must have:

- A Bachelor of Management and Public Administration or a Diploma of Public Administration with prior work experience

### **3.2. Professional Experience**

- Previous experience in an administrative role is an advantage.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other relevant software.
- Excellent organizational skills with a strong attention to detail.
- Strong verbal and written communication skills.
- Ability to multitask and work well under pressure.
- A proactive attitude and the ability to work both independently and as part of a team.

### **3.3. Skills- & Knowledge**

- Excellent communication and interpersonal skills; Ability to analyse complex problems and provide solutions; Excellent computer and Microsoft software skills; Ability to manage and supervise staff.
- Extensive knowledge about legislation in the administration sector; Knowledge of policies relating to HRM public or private sector; Knowledge of Code of Conduct.



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### **4. DESIRABLE ATTRIBUTES**

- Outstanding record of work attendance; full commitment to upholding SINU code of conduct; hard-working; honest; gives reliable advice; proud to be a public officer/SINU officer.

### **5. MOST FREQUENT CONTACTS**

- Finance
- Human Resource Management
- Security
- Students
- Staff

### **TERMS AND CONDITIONS**

The position is for five (5) years under an employment contract. Remunerations and benefits will be according to the SINU Salary level for the Officer under and General Support Stream. The contract is renewable subject to good performance.