



Job Title:	Head of Division		
Division:	Administration & Human Resource Division	Salary Scale:	GA11
Job Classification:	Management	Salary Range:	
Reports to:	Chief Executive Officer		
Purpose:	To manage the administrative and human resources functions of the Agency on a strategic basis.		
Key Output:	Effective delivery of the administrative and human resources functions of the Agency.		
Main Duties:	<p>Administration and Procurement</p> <p>Oversee the management of all administrative related activities including security, preventive and corrective maintenance, procurement and transportation;</p> <ul style="list-style-type: none"> • Prepare procurement plans in consultation with the various divisions and submit to the various regulatory bodies; • Prepare procurement reports, reconciliations, etc as required; • Coordinate and agree with the respective Divisions, user needs which shall include working with the technical team to define the necessary specifications. • Prepare Invitation for Tenders (IFT), Request for Quotations (RfQ), Requests for Proposals (RfP), Expressions of Interests (EOI) and any other document to solicit competitive submissions for procurement of goods, works and services as required in keeping with the various tender boards' limits; • Coordinate pre-bid sessions, provide clarification as required by bidders and attend tender openings including assisting in the preparation/completion and submission of the evaluation reports. • Follow-up on awards, prepare the necessary contracts for signature; • Monitor project progress with the technical personnel from inception to completion/close-out. • Create, manage and upkeep project files and ensure compliance with all procedures; • Prepare advertisements, arrange publication of all adverts including reconciling monthly invoice submissions. • Monitor external services provided by individuals and business entities to ensure timeliness, reliability and cost effectiveness in the process; • Oversee and ensure that all office facilities, equipment and vehicles are adequately provided and utilized; • Oversee and ensure that the vehicle pool is managed efficiently and effectively; • Coordinate repairs and maintenance of all vehicles and equipment; • Engage suitable contractors for provision of services that are reliable, adequate, competitive and cost-effective in prevailing market conditions; • Verify monthly statements for all payments (utilities, external transportation, fuel, etc.) <p>Human Resources</p> <p>Oversee all human resources related activities including recruitment, compensation, career development, performance measurement, training, policies and personnel affairs;</p> <ul style="list-style-type: none"> • Oversee and coordinate all staff recruitment processes including, position posting, advertising, short-listing and selection, background checks, hiring; • Oversee and coordinate the development and execution of a Professional Development Programme for staff; • Oversee and monitor external training organizations for specialized training programs; • Oversee the performance evaluation process; • Manage the Group Pension and Medical Insurance Schemes in accordance with contractual obligations; • Liaise with employees regarding benefits, disputes, queries raised; • Monitor and review attendance, conduct, punctuality and absence and advise the CEO as required; 		

- Oversee the monitoring of contract end dates and work with the Human Resource Officer to ensure staff contract renewals and evaluations are completed in a timely manner;
- Prepare employment contracts for the CEO to approve;
- Responsible for the confidential management of employee and personnel records;
- Oversee the Human Resources administration to ensure accurate and timely availability of information and management reports;
- Draft, review and implement policies across the Agency.

Registry Management, Inventory Management and Shipping

- Oversee the functioning of the Registry Unit;
- Oversee the management of the Inventory systems to ensure all goods procured and distributed are managed effectively;
- Coordinate with the Divisions on orders to be placed and liaise with suppliers to ensure timely delivery and payment;
- Ensure all goods/materials, etc are tracked and received from Authentix for Agency use;
- Liaise with the Broker and clear shipments received from Authentix and other suppliers.

General

- Liaise with auditors and provide the necessary information as required;
- Prepare and manage workplans & monthly and other reports that may be required;
- Perform any other related duties and tasks that may be assigned by the CEO.

Key Competencies

- Familiarity with NIS procedures, Local Labour Laws, Policies and Procedures;
- Ability to multi-task;
- Strong leadership skills;
- Ability to troubleshoot and solve problems;
- Excellent oral and written communication skills;
- Meticulous; and
- Proficient in computer applications.

Qualifications:

1. A Bachelor's Degree in Management or related Social Science field is required.
2. At least 5 years' experience in a similar capacity would be preferred.
3. Formal procurement qualifications and experience in government procurement process would be an asset.