



CHIEF ADMINISTRATION OFFICER – GRADE KPC 4 - Job Ref No. KPC/ADVT/12/2023 (1post)

a) Job Description

- i. Coordinate formulation, review and implementation of Company administrative and records management policies.
- ii. Coordinate provision of fleet management services including maintenance.
- iii. Coordinate management of incoming and outgoing mails (internal and external)
- iv. Coordinate management of records in compliance with statutory provisions and Company quality standards
- v. Coordinate provision of all auxiliary and housekeeping services
- vi. Provide administrative oversight on matters pertaining to the ROW.
- vii. Coordinate preparation of compensation to owners of affected parcels of land along the Right of Way (ROW) in liaison with other Departments.
- viii. Liaise with regional administration to address issues of encroachment/informal settlement along the right of way.
- ix. Coordinate administration of the Gymnasium.
- x. Coordinate administration of the Company Staff Housing Estates.
- xi. Perform any other duties relevant to the function.

b) Person Specification

- i. Bachelor's degree in any of the Social Science field
- ii. Post Graduate Qualification in Business Administration or Human Resource Management if the first degree is not in Social Science
- iii. Minimum eight (8) years' relevant work experience three (3) of which should have been at Senior Management level
- iv. Membership to a relevant professional body
- v. Proficiency in computer applications
- vi. Demonstrated competence in work performance

c) Key Skills & Competencies

- i. Excellent leadership skills including effective interpersonal, communication, influencing and negotiation skills and the ability to relate to people from different cultures and backgrounds.
- ii. Considerable knowledge of administration policies, systems and procedures.
- iii. Understanding of the purpose, background and policies of the Company.
- iv. Good planning and organizational skills.
- v. Good time management skills and the ability to prioritize tasks.
- vi. Ability to maintain professional status and keep abreast of evolving trends in administration through continuing professional education programmes.