



Job Description (JD)

Title: Deputy Director for the Office of Administration
Office: Office of Administration
Report Line: Director, Office of Administration

Level: 8

Deputy Director, Office of Administration:

The Deputy Director of Administration is responsible for providing administrative services and support in order to ensure effective and efficient operations.

A. RESPONSIBILITIES:

The Deputy Director for the Administration Unit assumes the overall responsibilities as follows:

- File all kinds of documents and letters
- Monitor building maintenance, preservation, and decoration
- Monitor daily operations to ensure smooth operations
- Manage all reports including weekly and monthly reports for the Office of Administration, reports from meetings, reports to MoEYS, ACC, CHEA, and other related institutions, and develop monthly and yearly reports of the entire University for the Director to review before submitting to the VPO for feedback before submit to the President;
- Verify University inventory and supplies on monthly basis to ensure the satisfaction of university operations;
- Verify all requests of supplies and other assets;
- Act as a liaison and coordinator in organizing events, workshops, and conferences of difference college within university framework;
- Update and follow up on UC Notional Calendar;
- Other work as assigned by the Director.

B. QUALIFICATIONS:

The incumbent require obtaining BA degree in Administration, management, or other relevant fields, with four-year working experience in administration field.

i. Knowledge

- Knowledge of management and Leadership
- Ability to supervise staff and train staff
- Maintain a high level of accuracy confidentiality concerning files and other confidential documents and information.

ii. Skills

- Excellent interpersonal skills and Honest
- Critical thinking
- Team building skills
- Analytical and problem solving skills
- High level of negotiation skills
- Effective verbal and listening communications skills
- Effective written communications skills
- Strong personal and organizational skills with little instruction
- Stress management skills
- Time management skills
- Excellent command of English and computer literacy
- Strong networking skills
- Dedication to the mission of the university

iii. Personal Attributes

- Highly Responsible and confidential
- Be honest and trustworthy
- Be respectful
- Be flexible, highly motivate and creative
- Demonstrate sound work ethic

C. REPORT LINE

This position is reports to Director for Office of Administration.