

Job Title: Administrative Officer (1) – CENTRE - NARC

Position Description: Provide Administrative Support to the Centre Director/OIC.

Department: Administrative Department

Reporting to: Centre Director/OIC

Duty Station: NARC, travel to other Research Centres will be required.

Duration: Permanent

Closing Date: 16th December, 2022

Duties and Responsibilities:

The main duties of the Administrative Officer are:

- ✓ Provide administrative support to the Director/OIC of the Centre
- ✓ Coordinate the administrative activities of the centre in collaboration with the Administrative Officer at Headquarters
- ✓ Supervise the attendance register
- ✓ Prepare and maintain the staff leave rooster and monitor staff attendance
- ✓ Issue out Annual Leave Request Forms to staff when they are due to apply for leave
- ✓ Issue staff movement and UPA/Casual Leave forms to staff members for completion and processing.
- ✓ Updates and maintain the Centre Human Resource data base
- ✓ Plan and conduct new employee orientation at the centre
- ✓ Ensure full compliance with all personnel related regulations
- ✓ Supervise the clerical and other support staff at the centre
- ✓ Maintain staff personal files and other records
- ✓ Provide reports required by management from time to time on administrative and human resource matters.
- ✓ Reply to correspondence
- ✓ Prepare the documentation for End of Service Benefits and Terminal Benefits of staff.

- ✓ Assist in organising workshops and general meetings at centre level.
- ✓ Monitor the fuel supply and allocation at the centre.
- ✓ Ensure a good working environment within the office
- ✓ The Admin Officer assumes the responsibility of any vacant position
- ✓ Any other duty assigned to him/her by the Director/OIC.

Academic Requirement

- ✓ Bachelor's degree in Public Administration from a recognized university or a relevant field required; (Master's Degree in Public Administration will be an advantage);

Experience

- ✓ Five (5) years of proven work experience as an Administrative Officer, Administrator or similar role;
- ✓ Experience with office management software like MS Office (MS Excel and MS Word, specifically);

Professional Knowledge and Skills:

- ✓ Solid knowledge of office procedures;
- ✓ Strong organization skills with a problem-solving attitude;
- ✓ Attention to detail;
- ✓ Excellent communication and writing skills;
- ✓ Ability to prioritize and manage multiple tasks simultaneously;
- ✓ Fluent in English;
- ✓ Excellent organizational skills and ability to work in fast-paced environment;
- ✓ Ability to work as a team player.

Application Procedure:

Sierra Leone Agricultural Research Institute (SLARI) will consider applications from any suitably qualified Sierra Leonean and experienced applicant. **All application letters including CVs and other relevant documents should be enveloped and addressed to the Administrative Officer, Sierra Leone Agricultural Research Institute Headquarters, Tower Hill, Freetown before the close of office on Friday, 16th December 2022.** Enclosing: – a cover letter explaining why you think you would be suitable for the post, including examples of how you have demonstrated the required competencies; – a copy of your CV; – the names and contact details of three referees (whom we can contact with your consent in case of your being selected), who have good knowledge of your work and character.

Please note that only shortlisted candidates will be contacted.

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