


ASSISTANT MANAGER, ADMINISTRATION

 <p>Insurance Regulatory Authority Bima Bora Jawa Taha IRA</p>	JOB TITLE	Assistant Administration Manager,
	DIRECTORATE	Corporate Services
	DEPARTMENT	Administration
	GRADE/LEVEL	IRA 5
	IMMEDIATE SUPERVISOR	Manager, Administration

a) Job purpose

The position is responsible for the coordination of the development and implementation of administration policies and procedures in line with the Authority's Corporate strategy to ensure effective and efficient utilization of all Authority's resources and assets.

b) Job specifications

Duties and responsibilities will entail:

I. Managerial/Supervisory responsibilities

- i. Prepare and implement administrative policies, strategies and procedures for effective service delivery
- ii. Coordinate the efficient management of the Authority's office environment, facilities and assets;
- iii. Coordinating the functions of Administration department including security, drivers, and ensure seamless delivery of services.
- iv. Ensure implementation of occupational safety and health requirements within the Authority;
- v. Preparation and implementation of the Department's annual budgets, annual work plans, procurement and disposal plan in compliance with the applicable laws and regulations;
- vi. Coordinate the implementation of Quality Management System, risk management and knowledge management in the department;
- vii. Mentorship and coaching of staff within the Department;
- viii. Maintenance of Authority's assets and property
- ix. Managing service contracts and service level agreements for outsourced services;
- x. Initiate and implement renewals of general insurance covers for vehicles, buildings and equipment.

II. Operational Responsibilities / Tasks

- (i) Coordinate and ensure implementation of relevant statutory regulations and standards for compliance;

- (ii) Coordinate and review Department's performance to ensure that activities are in line with the overall strategy of the organization.
- (iii) Supervise management of the Authority's operations such courier services, transport, Records, security to ensure seamless delivery of services.
- (iv) Prepare monthly, quarterly and annual reports for the department
- (v) Prepare and monitor the implementation of the departmental budget;
- (vi) Establishment and management of the Authority's records management office / registries and ensuring safe custody of all records;
- (vii) Advise on the compliance of the internal controls and procedures
- (viii) Coordinate the proper management of records, disposal and destruction procedures as provided for by the government policies and procedures.
- (ix) Coordinate transport and administration information system, approval of transport requests and allocation of vehicles
- (x) Coordinate the preparation and submission of quarterly Performance Contracting reports for the department
- (xi) Coordinating Administration support and logistics management in order to ensure smooth operations for the organization
- (xii) Coordinate the activities of the Authority's registries and to ascertain safe custody of all records;
- (xiii) Participate in the preparation and implement departmental budget
- (xiv) Set performance targets and undertake performance appraisal for direct reports;
- (xv) Prepare monthly quarterly and annual reports for the department
- (xvi) Maintaining up-to-date Authority's assets register;
- (xvii) Supervise the records management staff, filing systems, facilities and equipment
- (xviii) Coordinate the provision of outsourced services comprising of mail delivery systems, office security, cleaning, catering & front office reception services.
- (xix) Management of office inventory, repairs and maintenance of office equipment and facilities.
- (xx) Identifying assets for disposal;
- (xxi) Preparing Authority's assets register; and
- (xxii) Coordinate Fleet management and inspection.

c) Person specification

- i. Master's degree in Social Science, Business Administration, Commerce, Strategic Management, or any other recognized

- equivalent qualification from a recognized University/
Institution;
- ii. Bachelor's degree in Social Science, Business Administration, Commerce, Strategic Management, or any other recognized equivalent qualification from a recognized University/
Institution;
 - iii. Six (6) years relevant experience;
 - iv. Management Course lasting not less four (4) weeks; and
 - v. Meets provision of chapter six of the Constitution.

d) Competencies and skills

- (i) Strong negotiation skills
- (ii) Strong communication and presentation skills
- (iii) Good mentorship and coaching skills
- (iv) Leadership and supervision skills