

January, 2012

JOB DESCRIPTION
for the Position of Administrative Manager

Job Summary

Routine Duties

1. Supervision of accounting and financial statements, including . monitoring of expenditure based on budgets, preparation of staff remunerations register and payment of remunerations, monthly checking of field workers' expense reports, etc.
2. Supervision of maintenance of office records, including maintenance of daily attendance register, staff contracts and leave register, utilization registers, and correspondence files, etc.
3. Supervision of typing of correspondence and reports.
4. Supervision of purchases and consumption, including maintenance of related registers and hospital kitchen's utilization and consumption records
5. Weekly checking of log books of vehicles, including checking of servicing due dates and record of repairs done or to be done.
6. Holding of weekly meetings with administrative staff
7. Attendance of weekly meetings with Director and field staff
8. Attendance of weekly meetings with grounds staff
9. Regular, daily contacts with the director

Occasional Duties`

1. Fostering public relations
2. Searching for suitable organizations and institutions for fundraising purposes
3. Assisting the Director in the preparation of budgets.
4. Assisting the Director in the employment of new workers.
5. Submittal of data to the Administrator for the required reports to be file at the Home Ministry and the Income Tax Office.

Supervised by the Director

Qualifications

1. Higher educational degree
2. Experience in office and administrative work,
3. Organizational skills
4. Dedication to the mission of the trust
5. Understanding of South-Asian culture
6. Ability to adjust to difficult environment and climate