



## NATIONAL TRANSPORT CORPORATION

### Scheme of Service

- Post :** **Administrative Manager**
- Salary:** Rs 31,525 x 825 – 35,650 x 900 – 37,450 x 950 – 42,200 x 1300 – 46,100 x 1575 – 49,250 x 1650 – 54,200 x 1700 – 64,400 x 1800 – 69,800 (NTC 25)
- Effective Date:** 29 May 2024.
- Qualifications:**
- A. A Degree in Public Administration and Management or Management or Business Administration from a recognized institution or an equivalent qualification acceptable to the Board.
- B. Candidates should –
- (i) reckon at least three years' post-qualification experience in a responsible administrative or executive position;
  - (ii) have a track record of demonstrating commitment to the provision of high services;
  - (iii) possess problem-solving skills and have the ability to think strategically;
  - (iv) have good communication, teamwork, interpersonal and customer service skills;
  - (v) have strong organizational skills;
  - (vi) be proactive and be able to meet tight deadlines;
  - (vii) be conversant with Office applications and policies of good governance; and
  - (viii) be computer literate.

Candidates should produce written evidence of experience/knowledge claimed.

- Role and Responsibilities:** To be responsible to the General Manager for the efficient and effective administration of the Corporation and to be the Coordinator of the Corporation.



**Duties:**

1. To be responsible for the formulation, coordination and implementation of policies, goals, objectives, strategy and systems in line with best practices.
2. To monitor the implementation of the various Acts pertaining to the organization.
3. To formulate, maintain and implement adequate administrative procedures throughout the organization and to advise the Board on administrative/finance/procurement and Human Resource matters.
4. To act as coordinator with Ministries, Parastatal Bodies on projects undertaken by the organization and ensure proper monitoring and progress.
5. To represent the Corporation in meetings/committees, as and when required.
6. To liaise, coordinate and undertake, as may be required, formal correspondence on behalf of the organization with Government/parastatal/Private organisations or other bodies on statutory matters related to the business of the organization.
7. To be the liaison officer between the Board, Public Bodies as well as tenderers, both local and abroad, on all matters relating to tender procedures and contracts and to advise them accordingly.
8. To prepare, issue and publish tender documents, expression of interest documents and notices.
9. To chair tender committees and to be responsible for matters related to tenders and contracts.
10. To be responsible for office accommodation, furniture and equipment, insurance, acquisition and leases of and maintenance of the buildings.
11. To ensure the smooth functioning of the Registry and to be responsible for the preparation, editing, printing and circulation of annual reports/newsletters and other publications.
12. To promote staff welfare and ensure that all staff work in a safe, healthy and conducive environment.
13. To use ICT in the performance of his duties.
14. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Administrative Manager in the roles ascribed to him.

**Prescribed on: 31 May 2024**

