



Job Title	Manager I
Department/Institute	Administration
Reporting to	Deputy Principal (Administration)
Main Objective	To manage and assist in administrative related matters

DUTIES AND RESPONSIBILITIES:

1. Providing guidance and expert advice to management or other groups on administrative related matters, such as, HR, finance and procurement;
2. Observing, receiving, and otherwise obtaining information from all relevant sources;
3. Monitoring and reviewing information from materials, events, or the environment, to detect or assess potential issues.
4. Collecting material and assisting in the preparation of proposals, reports, data and research;
5. Analysing information and evaluating results to choose the best solution and solve problems.
6. Filing and retrieving records and correspondence and keeping sensitive material in confidence;
7. Establishing a good relationship with all members of staff thus ensuring that they are motivated to work to the maximum of their capabilities;
8. Making recommendations to senior management on measures that could be taken by the College to create a working environment that motivates employees to attain high levels of efficiency;
9. Keeping oneself updated on developments related to administration;
10. Maintaining up-to-date knowledge of good practice and legislative developments in administrative related areas, such as, HR, finance and procurement;

11. Ensuring a high quality / standard of work and service throughout;
12. Directing junior officers in meeting their work objectives;
13. Attending meetings as requested;
14. Tracking the progress of various assignments;
15. Regularly informing superiors of deadlines and challenges and keeping them informed of developments and activities undertaken;
16. Managing other administrative duties as required;
17. The list is not exhaustive and management may add or change tasks if and when required and according to the exigencies of MCAST and its subsidiaries.