



Job Title	Manager I – Office of the Principal
Department/Institute	Office of the Principal
Reporting to	Principal/CEO
Main Objective	To manage and coordinate the administrative and operational activities of the Office of the Principal, ensuring effective communication, workflow, and liaison between the Principal, senior management, staff, and external stakeholders. The role combines strategic administrative management with high-level executive support to facilitate the efficient execution of the Principal's responsibilities and institutional priorities.

1. Oversee and manage the daily operations and administrative functions of the Office of the Principal.
2. Provide guidance and expert advice to management and staff on administrative matters.
3. Develop, implement, and monitor office systems, procedures, and records management for efficiency and accuracy.
4. Coordinate the preparation, review, and dissemination of reports, correspondence, proposals, and presentations on behalf of the Principal.
5. Track progress of strategic initiatives, ensuring timely delivery of assignments and adherence to deadlines.
6. Maintain strict confidentiality and handle sensitive information with discretion and professionalism.
7. Manage the Principal's calendar, appointments, and travel arrangements to optimize time and efficiency.
8. Coordinate and prepare for internal and external meetings, including agenda development, briefing notes, documentation, and minutes.
9. Serve as the main liaison between the Principal and internal/external stakeholders, ensuring clear and timely communication.
10. Screen and prioritize correspondence, emails, and calls addressed to the Principal, drafting responses as appropriate.
11. Represent the Office of the Principal in meetings or working groups as delegated.
12. Support institutional projects and initiatives led by the Principal by monitoring progress and coordinating required actions.
13. Ensure the Principal and executive management are well-informed of developments, deadlines, and challenges across departments.

14. Contribute to policy development and implementation in collaboration with relevant administrative units.
15. Identify opportunities for process improvement within the Principal's Office and across administrative operations.
16. Supervise and support administrative staff within the Principal's Office, ensuring high standards of service delivery.
17. Foster teamwork and positive relationships among staff to promote a productive and motivated work environment.
18. Provide training, mentoring, and performance guidance to team members as needed
19. Ensure all communications and documentation reflect professionalism, accuracy, and institutional standards.
20. Maintain current knowledge of MCAST's policies, initiatives, and services to effectively represent the Office.
21. Attend and contribute to meetings and events as requested by the Principal.
22. 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.