



## **NATIONAL INSURANCE BOARD**

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Applications are invited from suitably qualified persons to fill the position of Administrative Officer with the National Health Insurance Secretariat.

### **POSITION IDENTIFICATION**

**POSITION TITLE:** Administrative Officer

**TITLE OF IMMEDIATE SUPERVISOR:** PROJECT HEAD

**UNIT:** NHI SECRETARIAT

### **GENERAL ACCOUNTABILITY**

Reporting to the Project Head of the Secretariat, the Administrative Officer is generally responsible for ensuring that the Secretariat functions in an efficient and effective manner in a professional working environment.

### **SPECIFIC ACCOUNTABILITIES**

- 1) Develop office policies as needed to ensure the Secretariat function in an efficient, transparent and accountable manner.
- 2) Ensure that contract(s) with the Secretariat are executed in accordance with the stated terms of the said contract(s).

- 3) Develop and maintain an effective filing system for the Secretariat.
- 4) Prepare reports and presentations with statistical data, as assigned, including regular reports on expenses and office budget.
- 5) Ensure that proper recording and safekeeping of the minutes of all meetings.
- 6) Manage and account for office supplies stock and place orders.
- 7) Ensure the necessary logistical and other arrangements are made for all meetings, workshops etc.
- 8) Ensure that the Secretariat is maintained as a professional working environment.
- 9) Arrange travel and accommodations for visiting consultant, study tour and attachments.

## **PERSON SPECIFICATIONS**

### Minimum Acceptable Academic/Technical/Professional Qualifications

BSC in Business Administration or related field

### Minimum Number of Years of Relevant Experience

Five (5) years' experience in a related function.

### Specific Skills/Experience and/or Knowledge

Excellent Communication Skills (written & oral)

Excellent Computer Skills

Good Interpersonal Skills

Excellent Spreadsheet Skills

Compensation package

Salary will be commensurate with qualifications and experience.

Applications should be sent by the 29<sup>th</sup> September **2017** to:

Human Resource Manager  
National Insurance Board  
P.O. Box 322  
ST. GEORGE'S