

10 – Administrative Officer

EXECUTING ENTITY: Ministry of Finance, **Economic Development**, and Investment

POSITION: Administrative Officer

REPORTS TO: Executive Director

ROLE SUMMARY

The Administrative Officer is responsible for supporting the Project Manager in the day-to-day management of administrative and support services of the Central Executing Unit (CEU) to enable effective operation of the Unit.

KEY RESPONSIBILITIES

The primary responsibilities of the Administrative Officer are to:

- Coordinate and provide human resource services to CEU staff and consultants ensuring compliance with established project policies and procedures. These services include inter alia:
 - Coordinating recruitment activities – advertising, interviewing, preparing contracts
 - Coordinating conduct of performance appraisals
 - Maintain leave roster
 - Coordinating end of contract activities
- Assist with the preparation of administrative budget and manage expenditure as required.
- Responsible for supporting the office operational functions in administrative procedures and best practices, preparation of budget and manage expenditures¹ as required, vehicle roster and task delegation as required.
- Develop and maintain an electronic² and physical filing system ensuring proper record-keeping and information management (in automated and manual systems as appropriate) of all Project related and administrative documents in-keeping with policies and guidelines of Government of Belize (GOB) and the Inter-American Development Bank.
- Ensure that there is ongoing and efficient information flow at the office and ensure proper planning/ coordination of missions, events, and site visits.
- Monitoring and maintaining office equipment and inventory supplies, orders replacement supplies as needed.
- Participate in the development of the Annual Operation Plan
- Assist the Finance Specialist in developing a register of the CEU's fixed assets. Periodically update and maintain the register ensuring all fixed assets are properly accounted for at all times.
- Assist in collecting data and information and in organizing and drafting project management reports as required.
- Provide support to the Program Manager (PM) in planning and organizing meetings and special events of the CEU.
- Participate in the development, documentation and implementation of the Project Operational Manual; provide administrative support to the PM in maintaining and updating the Manual.
- Provide secretariat support to meetings as required.
- Prepare reports (list reports) to inform internal CEU decisions
- Undertake any other project and administrative tasks as directed.

¹ In compliance with the procurement guidelines for the Government of Belize and Inter-American Development Bank policies and procedures.

² Assistance from Central Information Technology Office for the central electronic filing system.

KEY OUTPUTS/ DELIVERABLES & PERFORMANCE INDICATORS

OUTPUTS/ DELIVERABLES	PERFORMANCE INDICATORS
CEU Administration Operational Plan	
Office supplies and tools	
Filing and information management system	
Reports, minutes of meetings, other documents	
Operations Manual	
Fixed Asset Register	
HR advice and service	

QUALIFICATION AND EXPERIENCE

- Associate degree in Project Management, Economics, Business Administration, Human Resources, Public Administration, or related field is required.
- Bachelor's degree in Project Management, Economics, Business Administration, Human Resources, Public Administration, or related field is desirable.
- At least five (5) years' work experience in the profession since obtaining the first degree is required.
- Experience in contract administration is desirable.
- Knowledge in the use of monitoring and administrative tools is desirable.