



JOB DESCRIPTION

- 1. Title and Full Name:** (To be filled in)
- 2. Job title:** Administration Officer
- 3. Status:** Full time
- 4. Department:** Finance and Administration
- 5. Organizational Relationship:**
- **Supervised by:** The Executive Director
 - **Report to:** The Executive Director

6. Duties and Responsibilities:

The responsibilities of the Administration Officer are as follow:

1. To administer and monitor all activities of the Administration section, ensuring that it is operating smoothly, efficiently and in a timely manner.
2. To supervise and provide guidance to team members regarding the commitment of works assigned.
3. To actively communicate within team and with other departments in a cooperative and good will manner through all possible communication means.
4. To organize and maintain the filing system of the Open Institute:
 - Organizational documentations
 - Employees' profiles, their related documents, and contracts
 - All organizational policies: statute, policy and meeting minutes.
5. To organize, check and manage the following things:
 - Effective use of the office's supplies and stationaries
 - Draft letters/ of thanks, reply letter, invitation letter to other organizations and institution concern.
6. To take minute for the meetings as assigned by the Executive Director or her designated person.
7. To participate in the organization's policy development, if necessary.
8. To liaise with external contacts to assure smooth operation of the Administration, i.e. local authorities, partner organizations, and so on.
9. To take part in staff/volunteers recruitment and selection
10. To provide organizational orientation to staff/volunteers
11. To regularly communicate and develop reports, work plan, time schedule, arising problems, and results of related works to the immediate supervisor
12. To participate and contribute knowledge and experience to build team capacity.

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