

JOB TITLE	Principal Manager, Administration
LOCATION	Accra
EMPLOYMENT TYPE	Permanent
PURPOSE OF POSITION	To provide technical and operational support for the effective and efficient performance of the administrative functions of the Fund.
DUTIES AND RESPONSIBILITIES	<ul style="list-style-type: none"> • Collates data for the formulation of policies. • Implements, monitors and evaluates programmes and activities of the Unit. • Develops administrative systems and manuals. • Oversees the development of plans to ensure the availability of resources to support the activities of the Fund. • Supervises the organization of meetings, seminars, conferences and workshops. • Prepares the annual and other periodic reports of the Fund. • Develops the draft strategic plan of the Fund. • Supervises the preparation of the budget and work plan of the Unit. • Supervises the preparation of annual and other periodic reports of the Unit. • Supervises and appraises the performance of subordinate staff.
QUALIFICATION AND EXPERIENCE	<ul style="list-style-type: none"> • A minimum of a Master's Degree from an accredited tertiary institution in any of the following fields: Business/Public Administration, Human Resource Management, Social Sciences or other related disciplines. • Membership of a relevant professional body would be an advantage. • A minimum of six (6) years post-Bachelor's degree relevant work experience, two (2) years of which must be in a Senior Management level. • Must pass a selection interview conducted by the Fund in collaboration with the Public Services Commission.
COMPETENCIES	<ul style="list-style-type: none"> • Good strategic management skills. • Good knowledge in Labour laws and regulations. • Knowledge in Administrative procedures. • Good leadership and networking skills • Monitoring and evaluation skills.

	<ul style="list-style-type: none">• Good communication, interpersonal and presentation skills.• Negotiation, lobbying and conflict management skills.• Ability to inspire and motivate.• Knowledge in financial management laws and regulations.• Knowledge in relevant IT applications.• Good Report Writing skills
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