



CAREER OPPORTUNITY

Applications are invited from suitably qualified persons to fill the post of:
ADMINISTRATIVE OFFICER (Institutional Benefits, Projects & Maintenance Department)

ROLE AND FUNCTIONS OF JOB:

Under the direction of the Director - Institutional Benefits, Projects and Maintenance, the Administrative Officer is directly responsible for the administrative functions supporting the Department. The Administrative Officer shall

- Manage the Maintenance and Facilities Manager's support functions, ensuring efficiency in administrative functions.
- Ensure the efficient use of infrastructure to support and achieve the organization's objectives.

CORE DUTIES AND RESPONSIBILITIES

- Assist with follow-up action and ensure that the Maintenance and Facilities Manager is kept abreast on outstanding matters.
- Prepare contracts for project grantees and follow-up correspondence to these beneficiaries.
- Research information, compile statistics, gather and compute various data;
- Prepare draft responses and communication for the Maintenance and Facilities Manager on current and routine matters.
- Establish and maintain an information filing system for both hard and soft copy documentation which allows for easy and efficient retrieval of information.

SPECIFIC KNOWLEDGE REQUIRED:

- The National Health Fund Act
- Office protocols, principles and practices
- Computerized office systems and spreadsheet applications

QUALIFICATIONS & EXPERIENCE:

- Certified Professional Secretary Certificate/Diploma in Administrative & Secretarial studies or related qualification from a tertiary institution
- Five (5) years' experience as a Senior Secretary or Administrative Assistant in a large organization.
- Any combination of qualifications and experience

Applicants are invited to submit their applications no later than **Friday, August 12, 2022 to:**

The Human Resource Department
NATIONAL HEALTH FUND
6th Floor, The Towers
25 Dominica Drive
Kingston 5

Apply here: <https://nhf.orangehrmlive.com/recruitmentApply/25/view>

NB. We appreciate all responses, but only short listed candidates will be contacted.