

NATIONAL PUBLIC HEALTH LABORATORY

JOB DESCRIPTION

NAME

DESCRIPTIVE TITLE OF POST

Head of Administration and Support Services
Administrator (GMG/ AM 4)

REPORTING RELATIONSHIP

Director Laboratory Services

SUMMARY

Under the general direction of the Director of Laboratory Services the incumbent will be responsible planning, directing and coordinating the support services and administrative function to the National Public Health Laboratory and Blood Transfusion Service has overall responsibility for planning organizing and directing the use and disposal of all machinery/equipment, office furniture and facilities.

Coordinating and monitoring the Budget Preparation and daily collection in the laboratory; formulating and coordinating a plan for disaster preparedness; managing the procurement, registry, collections and maintenance functions of the work.

RESPONSIBILITIES AND DUTIES:

In discharging his/her duties as Administrative Officer the incumbent shall organize and direct all aspects of the support service function for the efficient operation of the Laboratory service by:

- Ensuring the proper functioning and day-to-day performance of the Accounting, Registry, Office Services, Procurement and personnel functions.
- Formulating all security, janitorial and canteen contractual arrangements.
- Making decision after consultation with the Director on all administrative matter.
- Preparing annual estimates of capital and revenue expenditure for the laboratory and monitoring expenditures.

Exercises responsibility for the annual budget and all receivable of the laboratory and Blood Bank by:

- Preparing the estimates of expenditure on an annual basis in collaboration with the heads of departments.
- Monitoring expenditures against budget to ensure adherence to approved budgetary allocations.
- Checking monthly expenditure (cash flow) statement against approved budget for the laboratory and Blood Bank.
- Authorizing the disbursement of Petty Cash and Gas Coupon Vouchers.
- Approving statements of expenditure for goods and services rendered to the laboratory and Blood Bank in consultation with the Director.
- Checking all statements of accounts and lodgments done by the accountant/payroll officer.
- Liaising with accounts division on all financial matter relating to the budget.

QUALIFICATIONS AND
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EXPERIENCES
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The incumbent is required to have a Bachelors degree

Social Science or Administration, with minimum of

(2) years experiences in either Personnel or Accounting functions in a supervisory levels. An exposure to the Requirements of a laboratory would be an asset, but not highly necessary.