

## **JOB DESCRIPTION OF ADMINISTRATOR**

### **REGULAR DUTIES**

1. Monitors the disbursement of funds allocated to the training programmes of:
  - a) Direct Entry Midwifery
  - b) Post Basic and Basic Midwifery
2. Prepares Annual Budget
3. Prepares Cash Flow and Expenditure Statement  
(Reviews and makes projection in relation to budget –usually quarterly)
4. Supplies information to Head Office re: Expenditure of Funds
5. Authorises & prepares Invoice Orders for all supplies:
  - Food & Drink
  - Equipment
  - Uniform material (Tutors, Students and Ancillary Staff)
  - Stationery
  - Toiletries, chemicals
  - Motor Vehicle supplies etc.; follows through on all orders
6. Prepares Commitment Requisition and submits bills/claims for payment – claims e.g. Taxi, Supper, Commuted Allowance and External Lecturers fees.
7. Follows through on payments to ensure prompt payment to suppliers and contractors.
8. Collects cheques – checks, sorts, records and dispatches to suppliers or telephones those with sales representatives.
9. Submits overtime and sessional claims for staff
10. Collects, checks, sorts and dispatches salary cheques to staff (fortnightly and monthly).
11. Prepares shift premium for shift workers and submits to Head Office for payment.
12. Responsibility for Transcript A/C
  - a. Receives and records all payments
  - b. Maintains petty cash
  - c. Makes lodgements to M.O.H
  - d. Ensures postage/express delivery of transcript requests
13. Supervises Drivers, Library Assistant, Clerical, Telephone Operator and Secretarial Staff
14. Authorises telephone calls for staff
15. Interviews prospective employees as in #13 also ancillary staff and new and transferred applicants.
16. Scrutinizes all leave applications for staff as in #13, also ancillary staff.
17. Liaises with Dietetic Assistant re: students' welfare ensures that adequate supplies are available for student's meals.
18. Liaises with Home Sister re: Students welfare

*Procurement*

### **19. Transport Management**

- a) Ensures complete and accurate record of all vehicles owned/operated by the department
- b) Ensures operating location of all vehicle is known at all times
- c) Approves transport requests-assigns driver
- d) Ensures that adequate supplies of fuel, tyres and tubes are available
- e) Checks daily assignment record – signs – observes – notes any discrepancies and informs Director
- f) Authorises request and prepares invoice orders for:
  - Estimates for repair

- Servicing
  - Payment
- g) Obtains estimates from approved garage for repairs of damages as a result of an accident. Sends accident form, driver statement, statement from other vehicle, diagram of scene of accident and estimated cost to Transport Officer - Ministry of Health.
  - h) Monitors usage of debit card for purchasing fuel, reconcile receipts with invoices
20. Arranges/conducts staff meetings – Secretarial, Clerical, Drivers, Telephone Operator, Ancillary staff, Dietetic Assistant, Home Sister and House Warden etc.  
Prepares minutes

### **Duties directed through subordinates**

21. Inventory Management
  - a) Maintains an up-to-date master inventory record of all furniture, equipment, acquired, transferred, disposed of.
  - b) Ensures that up-to-date inventory location records are maintained
  - c) Ensures that suitable identification marks are placed on all assets
  - d) Forecasts future requirements and the range of either new equipment/furniture to be purchased or replacement for obsolete equipment/furniture
  - e) Follows-up recommendations of the Board of Survey in order to ensure that arrangements are made to carry out these recommendations.
22. Relates to Maintenance Unit problems affecting the upkeep of the Institution such as plumbing, electrical, drain blockage, etc.

### **Occasional/Special Assignments**

23. Cuts and issues uniform materials to: Students, Tutors, Dietetic Assistant, Drivers and Ancillary Staff.
24. Prepares costing for arrears of:
  - a) Subsistence allowance
  - b) Meal/Taxi/refreshment allowance
  - c) Shift premium
  - d) Commuted allowance
25. Prepares arrears for payment as above and submits to Head Office
26. Authorises, orders and prepares invoice for Identification cards
27. Any other duties assigned from time to time by the Director or Head Office.