

| POSITION | REQUIRED BASIC & ADDITIONAL QUALIFICATIONS | EXPERIENCE | KEY RESPONSIBILITIES |
|------------------------|---|--|--|
| ADMINISTRATION OFFICER | <ul style="list-style-type: none"> Part qualifications in Service Management/ Administration or equivalent qualifications or minimum 08 years' experience in handling similar work scope | <ul style="list-style-type: none"> Part qualifications in Service Management/ Administration or equivalent qualifications with 05 years' experience or minimum 08 years' of experience in handling similar work scope | <ul style="list-style-type: none"> Coordinate administrative procedures and systems of ICTA Maintain records on facilities requirements Maintain an inventory of office supplies and the purchasing of new material with the attention to budgetary constraints Work closely with other divisions to follow up on facilities management Coordinate ICTA transport facilities and ensure timely service is provided Welcome visitors by greeting them, in person or on the telephone; answering or referring inquiries Directs visitors by giving instructions Answering phones in a professional manner and routing calls as necessary |