

**CENTRAL WATER AUTHORITY
SCHEME OF SERVICE**

JOB TITLE	ADMINISTRATIVE OFFICER (On Contract)
RESPONSIBLE TO	Principal Engineer of the Zone
SALARY	Negotiable in the range of Rs 30,000 to 45,000
QUALIFICATIONS	<p>A. A School Certificate with five (5) credits</p> <p>B. A Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education "Advanced Level".</p> <p>C. A Degree from a recognized institution in relevant field in either Administration or Management or Accounting or Economics or Law.</p> <p>Or</p> <p>Equivalent qualification to A and B above acceptable to the Board</p> <p>D. Reckon at least three years' post- qualification experience at administrative level.</p> <p>E. Skilled required –</p> <p>(i) Proficiency in MS Office (Word, Excel, Outlook, PowerPoint) and other relevant software.</p> <p>(ii) Excellent organisational and time management skills with the ability to prioritize tasks and manage multiple deadlines.</p> <p>(iii) Ability to work independently and often without supervision.</p> <p>(iv) Strong communication and interpersonal abilities, both written and verbal.</p> <p>(v) Attention to detail and accuracy in record – keeping and documentation.</p> <p>(vi) Proactive and have the ability to work under pressure.</p>
ROLE AND RESPONSIBILITIES	The Administrative Officer will be responsible in supporting day-to-day administrative tasks and ensuring overall functionality of the Zone under his responsibility.

DUTIES

DUTIES RELATED TO OPERATIONS & MANAGEMENT

1. To oversee and coordinate daily office activities to ensure efficiency and compliance with the Authority's policies.
2. To ensure the timely preparation and submission of work plans, reports, annual and revised estimates/budget, as may be required.
3. To assist in establishing proper administrative and control procedures throughout the Zone and ensure compliance.
4. To provide administrative support to management and to the Section Engineer as needed, including drafting correspondences, preparing reports, and organising meetings.
5. To ensure maintenance of accurate and up-to-date records, including contractor files and other documents.
6. To create and update reports, spreadsheets, and presentations as needed.
7. To ensure implementation of all audit findings for continuous improvement in management of the Zone.
8. To monitor the attendance and evaluate the performance of subordinate's staff under his supervision and -
 - (a) offer guidance and coaching as and when required,
 - (b) provide constructive feedback and;
 - (c) advise on appropriate training.

DUTIES RELATED TO PAYMENT AND ACCOUNTING

9. To ensure timely preparation and submission of claims and payment certificates in the zone.

DUTIES RELATED TO FLEET MANAGEMENT

10. To monitor the vehicle fleet attached to the Zone and manage the fleet in accordance with standard regulations.

DUTIES RELATED TO CUSTOMER SERVICE AND COMMUNICATION

11. To provide customer service with the goal of creating customer's satisfaction.
12. To serve as the point of contact for internal and external inquiries, providing information and assistance as required.

	<p>13. To collaborate with various departments to streamline communication and workflow.</p> <p style="text-align: center;"><u>DUTIES RELATED TO FACILITY/MAINTENANCE MANAGEMENT</u></p> <p>14. To manage and maintain office supplies, equipment and facilities.</p> <p>15. To ensure the upkeep and maintenance of CWA buildings so that they meet both safety and health standards as well as legal requirements and conducting proactive maintenance.</p> <p style="text-align: center;"><u>OTHER RELATED DUTIES</u></p> <p>16. To use ICT in the performance of his duties.</p> <p>17. To perform other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Administrative Officer in the roles ascribed to him.</p>
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Approved by CWB(23/24) 12 – 134 (2) dated 28.05.24

