

 **CENTRAL WATER AUTHORITY**
SCHEME OF SERVICE

POST : **Administrative Manager**

SALARY : **Negotiable in the range of Rs 30700 – Rs 69800 (PRB 2021)**

RESPONSIBLE TO : **General Manager or any other Senior Officer designated by him.**

QUALIFICATION & EXPERIENCE A. A Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education “Advanced Level”

B. A Degree in either Administrative or Management or Law or Science from a related field.

Or

The Associateship or Membership of the Institute of Chartered Secretaries and Administrators.

Or

Equivalent qualification to A and B above acceptable to the Board.

C. Candidates should-

- i. Reckon at least five years in a responsible administrative of executive position;
- ii. Possess leadership skill and ability to work under pressure;
- iii. Be familiar with modern trends and techniques in management; and
- iv. Be computer literate

Note:

Qualification at A above should have been obtained prior to qualification at B above. However, candidates who, as at 30 June 2003, did not possess the qualification at A above, will also be considered provided they hold:-

(a) A Cambridge School Certificate or Passes obtained on one certificate at the General Certificate of Education ‘Ordinary Level’ either (i) in five subjects including English Language with at least grade C in any two subjects or (ii) in six subjects including English Language with at least grade C in any one subject or an equivalent qualification acceptable to the Board; and

(b) A Master’s Degree or postgraduate diploma from a recognized institution in one of the fields at B above or an equivalent qualification acceptable to the Board

Qualification at (a) under ‘Note’ should have been obtained prior to qualification at B above and (b) under ‘Note’.

Candidates should produce written evidence of knowledge/experience claimed.

DUTIES:

1. To assist the General Manager in the discharge of responsibilities connected with meetings of the Board and other sub-committees;
2. To prepare agenda, minutes, reports of Board and other sub-committees and ensure their safe custody;
3. To follow up on decisions taken by the Board;
4. To formulate and maintain adequate administrative procedures throughout the Authority and to advise the General Manager on administrative matters;
5. To be in charge of the Secretarial/ Administrative Division including the Registry, the Archives and Correspondence Section;
6. To draft legal documents and to liaise with Legal Advisers on behalf of the Authority;
7. To establish proper administrative and control procedures throughout the Authority and ensure compliance thereto;
8. To deal with matters relating to bids, the provision of office accommodation, furniture, equipment, insurance, land acquisitions, leasing and property management and maintenance;
9. To assist the General Manager in functions related to Finance and implementation of a Quality Management System;
10. To promote and participate in the organization of programmes, functions and activities aiming at enhancing organizational efficiency and effectiveness;
11. To be responsible for the timely coordination, editing and publication of the Annual Report of the Authority.
12. To use ICT in the performance of his duties;
13. To perform such other duties directly related to the main duties related above of related to the delivery of the output and results expected from the Administrative Manager in the role ascribed to him.

Prescribed by MCSAR &
Approved by Central Water Board on 29 November 2012