

Administrative Support Officer (Projects)

Tasks and Responsibilities

- to follow directions in developing and initiating projects;
- to assist in ensuring accurate and thorough implementation of all projects;
- to support the Senior Executive (Projects) in monitoring project expenditure as per public procurement regulations, service provider outputs and respective payment schedules;
- to seek project partners as and when necessary and advise the Manager (Projects) / Senior Executive (Projects) accordingly;
- to assist in the implementation of projects when and if required;
- to assist in the drafting of quotations and tender documents as required;
- to support and contribute to the drafting of the projects' section for NCPE's Annual Report;
- to work closely with the Senior Executive (Projects) and Manager (Projects);
- to draft and present reports and presentations for the Senior Executive (Projects) and Manager (Projects);
- to liaise with other local entities on behalf of NCPE and attend meetings/conferences/seminars/training as directed; and
- perform any other duty assigned by the Executive Director or her/his delegate.