

Job Profile for the Unit Head, Admin

The Head of the Administrative unit is expected to ensure effective and efficient administration and support the strategic aims and day-to-day operations of the company as well as providing the most suitable working environment for employees.

Role Qualification:

Academic/Professional: First degree in any business related course.

Work experience: Minimum 5 years' total work experience with at least 2 in related job role.

Key Responsibilities

- Involved in both strategic planning and day-to-day operations, particularly in relation to the company's buildings and premises.
- Supporting the Group Head; Procurement in ensuring the group implements the procurement policy
- Responsible for project management, jointly supervising and coordinating work of contractors
- Ensuring the building meets health and safety requirements/standards
- Planning best allocation and utilization of space and resources for new buildings, or where required re-organizing current premises
- Ensuring proper maintenance of all company buildings and ground; (including the subsidiaries and residences).
- Janitorial service management, closely monitoring the cleaning companies
- Oversee the maintenance and installation of all electrical and plumbing fittings
- Maintenance of all company furniture and fittings
- Monitor the energy saving guidelines that will reduce expense costs i.e. diesel consumption, pressure on generators and where possible introduce alternate energy sources.
- Ensure strict adherence to all Service Level Agreements.
- Provides work direction to team members.
- Monitors expenditures and develops procedures to improve efficiency and cost-effectiveness.
- Identify training needs of the team and ensuring the provision of adequate training for team members

Interested Applicants should send their CVs to **jobtalentrecruit@gmail.com** stating the role applied for as subject of mail. e.g “Unit Head, Admin”