

NON-STANDARDIZED

Appendix XIII

JOB DESCRIPTION CONTRACTUAL POSITION

JOB TITLE: ADMINISTRATIVE SERVICES OFFICER

JOB SUMMARY:

The Administrative Services Officer will be responsible for all matters relating to Finance, Office Accommodation, Motor Vehicle, Office Equipment and Supplies and Administrative and Secretarial Support Services in the Financial Intelligence Unit. Reports to the Administrative Officer V in the Administrative Support Division of the Financial Intelligence Unit.

REPORTS TO: Administrative Officer V

SUPERVISION GIVEN TO: Administrative/Clerical/Secretarial/Manipulative staff

DUTIES AND RESPONSIBILITIES:

- Assists with the management of the Administrative Support Division.
- Assists with the preparation of the Annual Budget of the FIU
- Prepares monthly statement of expenditure.
- Plans, administers and controls budgets for the purchase/repair/maintenance/rental of office facilities, motor vehicles, office equipment and supplies, uniforms and other related items.
- Liaises with building management to address issues related to the accommodation of the FIU.
- Organizes official functions on behalf of the Director and Deputy Director, FIU.
- Prepares monthly Administrative Reports.
- Performs other related duties, as required.

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE:

- Knowledge of the financial and procurement systems and procedures in the Public Service.
- Knowledge of occupational safety and health laws and other applications to the workplace.
- Knowledge of modern approaches to administrative services management.

SKILLS AND ABILITIES:

- Ability to plan, organize, administer effectively, develop and implement improved systems of operations.
- Ability to function efficiently as a member of a team.
- Ability to function independently and exercise initiative.
- Ability to communicate effectively, both orally and in writing.
- Ability to establish and maintain effective working relationships with key stakeholders.
- Ability to think critically and strategically.
- Proficient in Microsoft Office Suite.

MINIMUM EXPERIENCE AND TRAINING:

- Bachelor of Science Degree in Business, a Social Science Discipline or related field from an accredited institution.
- Post graduate training would be an asset.
- A minimum of five (5) years related work experience in a Supervisory capacity.

REQUIREMENT:

- Takes the Oath of Office as required by the Financial Intelligence Unit of Trinidad and Tobago Act, 2009 as amended.
- Complies with the Security and confidentiality laws and regulations as well as the policies of the FIU.