

TERMS OF REFERENCE

Post: Senior Officer, Bureau

Reporting relationship: Assistant Manager, Bureau

Gross Salary: 18460

RESPONSIBILITIES AND DELIVERABLES

- Assist in the development and implementation of the Bureau's strategic plans and initiatives.
- Monitor progress and report on the execution of strategic goals.
- Identify areas of improvement and propose solutions to enhance operational efficiency.
- Oversee the daily operations of the Bureau, ensuring alignment with organizational goals.
- Manage resources effectively to meet objectives, including budgeting, procurement, and staff coordination.
- Ensure compliance with relevant policies, regulations, and standards.
- Act as a liaison between the Bureau and other departments, facilitating effective communication and collaboration.
- Coordinate meetings, prepare agendas, and ensure follow-up on action items.
- Prepare and present reports, briefings, and presentations for senior management.
- Engage with external stakeholders, including government bodies, partners, and other relevant organizations, to foster collaboration and support for Bureau initiatives.
- Represent the Bureau in meetings, conferences, and other relevant forums.

EMPLOYEE SPECIFICATION.

- A bachelor's degree in (relevant Field, e.g., Public Administration, Business Management, etc) with minimum 1 year of experience in relative field.

SKILLS AND COMPETENCIES

- Strong organizational and project management skills.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).