



## JOB DESCRIPTION AND SPECIFICATION

### IDENTIFYING INFORMATION

POSITION: Administrative Manager  
REPORTS DIRECTLY: Chairman of the Board  
LIAISES WITH: Legal Officer- Ministry of Tourism

**This document is validated as an accurate and true description of the job as signified below**

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**Employee**

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**Date**

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**Head of Department/Division**

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**Date**

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**Date received**

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**Date created/revised**

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## **SUMMARY FOR POSITION**

1. Provide administrative Management support to the Board of Trustee for the Tourism Workers Pension Scheme
2. Maintain active contacts with Pension Fund Investment Manager and Administrator.
3. Ensure that Board decisions are implemented and that the business of the Board of Trustee is conducted on timely and in an ethical manner

## **KEY OUTPUTS**

1. Board Meetings convened and logistical support managed.
2. Board provided with effective corporate support.
3. Reports developed and submitted.
4. Board Resolutions prepared
5. Minutes prepared and records maintained.
6. Administrative services managed

## **KEY RESPONSIBILITY AREAS**

### **Management/Administrative Responsibilities**

1. Prepare letters, formulate contracts and advise individuals and organizations of the Board's and Sub-Committee's decisions.
2. Ensure accountability, transparency and efficiency of operations of the Board of Trustee
3. Ensure compliance with Financial Services Commissions regulations.
4. Create and maintain effective channels of communication with Board Members, Pension Fund Managers and Administrator, Ministry of Tourism to facilitate appropriate services.
5. Maintain effective communications with all internal and external stakeholders, include the Ministry of Tourism, general public so as to preserve the positive image the Pension Fund and the Board of Trustee
6. Ensure proper support to the Board of Trustee and all subcommittee(s) of the Board
7. Oversee the preparation of letters and correspondence.
8. Ensures and maintains an efficient records management system/database.
9. Leading and monitoring (as appropriate) the implementation of the decisions of the Board of Trustee
10. Conduct relevant research and prepare a variety of reports and briefs as directed documents to assist decision-making
11. Prepares agendas, takes and circulates minutes of meetings, circulated Board papers and Sub-committee reports.

12. Establish meeting dates and coordinate all logistics for Board and Sub-committee meetings
13. Brief Chairman ahead of meetings on matters pertaining to the agenda, indicating the nature of the issues, which are likely to arise.
14. Ensure Board and Sub-Committee members are informed about the meetings and receive all minutes and agenda for the meetings ahead of meeting dates.
15. Keep abreast of the flow of discussions in meetings.
16. Initiate follow-up actions from Board and Sub-committee meetings.
17. Provide authentic copies of document and/or Board Resolutions
18. Dispatch decision taken by the Board to facilitate implementation.
19. Compilation and periodic update of meetings folders for Board and sub-committee meetings, containing all the necessary documents enabling members of the board to effectively carry out their duties
20. Represent the Board at designated meetings/ committees,
21. Any other related duties that may be directed by the Chairman

### **UNUSUAL WORKING CONDITIONS**

- Long and extended hours to meet the demands of the Board of Trustee
- High degree of interface with a wide cross section of personalities

### **AUTHORITIES OF THE JOB**

- To recommend procedures within the scope of the area of responsibility.
- To sign documents on behalf of the Board in accordance with established procedures and provisions of the Pensions Act

### **EXPECTED RESULTS/PERFORMANCE CRITERIA**

- The extent to which the decision of the Board is implemented in a timely manner
- The extent to which the interest and the assets of the Board of Trustee are protected
- The quality of the minutes and records associated with the transaction of the Board
- The extent to which the Board's Seal and other confidential documents are kept secured
- The quality of the representation on designated Boards

### **REQUIRED EDUCATION AND EXPERIENCE**

- BSc in Business Administration/ Business Law / Chartered Secretary
  - At least three (3) years' experience in a similar capacity
- OR
- Any other equivalent combination of qualification and experience

### **KNOWLEDGE, ABILITIES AND SKILLS**

- Knowledge of Public Bodies Management and Accountability and the Tourism Workers Pension Acts, policies, procedure and guidelines.
- Knowledge of Boardroom Governance and the administration of meetings, et al
- Ability to take minutes of Board and Sub-committee meetings.
- Excellent interpersonal, oral and written communication skills.
- Well-developed analytical skills, reasoning power, judgment and tact.
- Integrity and discretion when handling confidential matters.
- Detail oriented- a well-organized approach.
- Sense of balance (no matter the pressure)
- Excellent knowledge of MS Office

**UNUSUAL REQUIREMENTS/ WORKING CONDITIONS**

The incumbent may be required to work unusual hours, weekends, and public holidays with frequent out of town

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