2. ADVERT No.– PAK-SAO/002/2026 - SENIOR OFFICE ADMINISTRATOR-PAK 6 - 01 POST

Remuneration

Salary Scale : 56,000x4,000-75,500x4500-84,500

Commuter Allowance : 6,000

House Allowance : 28,000

Other Benefits:

Medical Cover: (as per the Agency's cover)
Leave Allowance :(at the prevailing rates)

Terms of Service: Permanent and Pensionable

Requirements for Appointment

For appointment to this grade, a candidate must have: -

i. Cumulative service period of six (6) years relevant work experience, three (3) of which must be at the grade of Administrative Officer I or in a comparable position;
ii. Bachelor's degree in public administration; Business Administration, Management, Business Administration, or equivalent qualification from a recognized institution;
iii. Membership of a relevant professional body;
iv. Proficiency in Computer Applications
v. Shown merit and ability as reflected in work performance and results.

Job description

Duties and responsibilities at this level will entail: -

i. Overseeing office accommodation, office space management, and the provision of cross-functional administrative services, including cleaning and maintenance.
ii. Managing office services, administrative staff, and outsourced administrative services while coordinating administrative activities in branch offices.
iii. Coordinating transport and logistics, overseeing fleet management, and ensuring compliance with legal requirements such as motor vehicle insurance and licenses.
iv. Coordinating security services and ensuring the safe custody of PA-K's assets, records, and legal documents.
v. Establishing and maintaining a catalog of all PA-K's assets and properties, overseeing PA-K estates, and managing the maintenance, movement, and disposal of assets, including buildings, furniture, and fittings.
vi. Preparing and monitoring the budget for administrative services while controlling and tracking equipment location and movement.
vii. Preparing and implementing a maintenance schedule for all assets in liaison with other departments and as per manufacturers' manuals.
viii. Overseeing the implementation of workplace improvement recommendations, ensuring compliance with government policies, and coordinating administrative services to enhance staff working conditions.