

OUTER ISLANDS DEVELOPMENT CORPORATION

Scheme of Service

- POST** : **ADMINISTRATIVE OFFICER**
- RESPONSIBLE TO** : General Manager
- SALARY** : Rs 27,400 x 825 - 35,650 x 900 - 37,450 x 950 - 42,200
x 1300 - 46,100 x 1575 - 49,250 x 1650 - 54,200 x 1700 -
62,700 (OIC 38)
- EFFECTIVE DATE** : 21 February 2023
- QUALIFICATIONS**: A. A degree in Management or Administration from a
recognized institution
OR
An equivalent qualification acceptable to the Board.
- B. Candidates should also -
- (i) reckon at least four years' post qualification experience in
administration and management;
- (ii) possess good communication and interpersonal skills;
and
- (iii) be able to work under pressure and meet deadlines.
- (iv) be computer literate;

Candidates should produce written evidence of experience/knowledge claimed.

Role and

Responsibilities: To provide appropriate administrative and leadership support to
the organisation. To be responsible for the effective and efficient
operations of the Outer Islands Development Corporation.

DUTIES:

1. To be in charge of the administration division of the OI DC and be responsible
for its day-to-day management;
2. To formulate and implement manpower planning and development and
training schemes;
3. To formulate and direct the implementation of plans and policies relating to
industrial relations, discipline, health and safety and staff welfare;



4. To act as Secretary to the sub-committees, as and when required;
5. To assist management in:-
 - (a) developing new processes and procedures for continuous development;
 - (b) all matters relating to the development of the Outer Islands.
6. To coordinate and monitor the work of staff under his control;
7. To assist in handling matters having legal implications;
8. To use Information and Communication Technology in the performance of his/her duties;
9. To travel to the Outer Islands, on any specific assignment, as and when required;
10. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Administrative Officer in the roles ascribed to him.

