

OFFICE OF THE PRIME MINISTER

JOB DESCRIPTION

Manager, Sport and Culture Fund Secretariat

(on terms and conditions to be determined by the Chief Personnel Officer)

JOB SUMMARY

The incumbent is required to perform a variety of administrative and/or advanced secretarial support duties. Duties include supervising and coordinating the work of staff performing clerical/secretarial and administrative support duties, the training and guidance of subordinate staff, advising and guiding applicants seeking assistance from the Sport and Culture Fund.

REPORTS TO: **Chairman of the Board and supervises Researchers, Assistant Researcher, Business Operations Assistant II/I and/ or other support staff as required.**

SUPERVISES:

DUTIES AND RESPONSIBILITIES

- Receives and checks all applications for financial assistance from the Sport and Culture Fund.
- Prepares Notes for the Board on all applications that conform to the criteria of the Sport and Culture Fund.
- Records minutes at all meetings of the Sport and Culture Board of Management.
- Seeks further information, clarifies matters as requested by the Chairman of the Board.
- Takes part in the decision-making of the Board with respect to applications for assistance.
- Prepares agenda, monthly financial statements and data base on grants approved to date and circulates to the Chairman and Board Members before the next meeting.
- After meetings, notifies all applicants of the decisions taken by the Sport and Culture Board of Management.
- Prepares cheques and instructions to Bank for overseas payments as required for all approved applications. Ensures the preparation of cheque payment vouchers.
- Maintains Cheque Register.
- Requests transfers of funds from the Central Bank to the First Citizens Bank for the total amount approved at the meeting of the Sport and Culture Board of Management.
- Ensures that all recipients of grants submit reports on events/projects.

- Arranges for the preparation of Annual Financial Report of the Sport and Culture Fund.
- Responds to Auditor General's Queries/Reports.
- Liaises with other Ministries/Corporate bodies with respect to applications received.
- Liaises with individuals/groups with respect to applications received.
- Trains and guides staff in performing work assignments.
- Prepares or guides the preparation of correspondence and reports including Cabinet Notes.
- Supervises the recording and filing of incoming correspondence/documents and ensures the despatch of outgoing correspondence.
- Performs other related duties as requested by the Chairman of the Board.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of office practices and procedures.
- Knowledge of Public Service rules, regulations, instructions and procedures.
- Some knowledge of the principles of Public Administration and Human Resource Management.
- Ability to compose letters, memorandum, minutes and reports.
- Ability to direct and lead staff engaged in the performance of clerical/secretarial and administrative support functions.
- Ability to use a computer and other standard office machines such as photocopiers, scanners, facsimile machines.
- Ability to communicate effectively both orally and in writing.
- Ability to promote teamwork.
- Ability to establish and maintain effective working relationships with colleagues.
- Ability to interact positively with members of the public.
- Ability to use initiative to solve work related problems.

MINIMUM TRAINING AND EXPERIENCE

- Minimum of eight (8) years' experience performing clerical/secretarial and administrative support duties including a minimum of four (4) years at a supervisory level.
- Training as evidence by a Bachelor's Degree or Certificate from a recognised University/Institution of Higher Learning in the social sciences or related field.