

## **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.