Terms of Reference (TOR) for Chief Administrative Officer-

Chief Administrative Officer (CAO)
Position level: P1 A
Supervisor: Cabinet Secretary

The Chief Administrative Officer (CAO) plays an important role in managing the general administration of the organization, providing expertise in various administrative matters.

Responsibilities:

- Develop and implement policies and procedures to streamline administrative processes and enhance operational efficiency.
- Oversee financial management activities, including budgeting, financial reporting, and compliance with fiscal regulations.
- Lead HR initiatives encompassing recruitment, training, performance evaluation, and talent development to ensure organizational capability and effectiveness.
- Identify, assess, and mitigate operational risks, ensuring business continuity and resilience against potential threats.
- Oversee property management and maintenance activities, budget preparation, and procurement processes to optimize resource allocation and utilization.
- Collaborate with the executives in the Cabinet Secretariat and stakeholders to ensure that administrative tasks align with the organization's goals and objectives.
- Provide guidance and oversight to HR services, Administrative Assistants, IT associates, Store Incharge, and Procurement Services to effectively carry out their respective functions.

- Respond promptly and effectively to any additional tasks or assignments delegated by the Cabinet Secretary, Director, OCASC and Director, PMO.

Reporting and Accountability:

The CAO reports directly to the Cabinet Secretary and is accountable for the effective execution of administrative policies and procedures. He or she shall collaborate closely with the Director, OCASC and Director, PMO to ensure administrative objectives are met and support the Cabinet Secretariat initiatives.

Qualifications and Experience

Education: Bachelor's degree in relevant field
Experience: Should have experience as Deputy Chief Admin.officer for 4 years OR equal experience

Skills: Should possess

1. Strong leadership and interpersonal skills.
2. Excellent financial management and budgeting skills.
3. Proficiency in strategic planning and decision-making.
4. Sound knowledge of administrative processes,including HR and best practices.
5. Effective communication and negotiation abilities.
6. Ability to work under pressure and meet deadlines.
7. Compliance with regulations and policies.