



འབྲུག་རྒྱལ་འཛིན་གཙུག་ལག་སློབ་མཉམས་སྡེ།

SAMTSE COLLEGE OF EDUCATION



Annexure 5A/6.1.2.1

ROYAL UNIVERSITY OF BHUTAN POSITION PROFILE

1. JOB IDENTIFICATION

1.1 Position Title:	Assistant Administrative Officer
1.2 Position Level:	8
1.3 Occupational Group:	Administrative & Technical
1.4 College/OVC:	Samtse College of Education

2. MAIN PURPOSE OF THE POSITION:

- 2.1 Oversee and ensure the smooth and efficient functioning of the daily administrative matters and the HR functions of the College.
- 2.2 Conduct College programs and assist in establishing external relations.
- 2.3 Planning, coordination, and execution of school events.

3. GENERAL ROLES AND RESPONSIBILITIES:

- 3.1 Organize activities related to personal administration, property management/ maintenance, budget requirements, procurement of office materials etc.;
- 3.2 Assist in the preparation of annual operation plan for the administrative unit;
- 3.3 Assist in the coordination of important organizational activities such as consecration, foundation day, national events, luncheons and VIP visits, as and when required;
- 3.4 Carry out roles and responsibilities of HR and procurement in Colleges;
- 3.5 Coordinate management of vehicles and its movements;
- 3.6 Organize meetings, workshops and related sessions in the area of administration and management; and
- 3.7 Carry out any other task assigned by the Supervisors.

4. SPECIFIC ROLES AND RESPONSIBILITIES:

- 4.1 Overall responsibility for office management (including permits, processing of visas, administrative services, support staff, etc).
- 4.2 Manage the use and timely maintenance of office pool vehicles; ensure licenses, insurance, and other requirements are up-to-date.





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SAMTSE COLLEGE OF EDUCATION



- 4.3 Oversee effective and efficient office management on a daily basis.
- 4.4 Facilitate procurement of goods and services including day-to-day procurement and maintenance of office furniture, IT equipment, vehicles, telephone/communications, and other equipment and supplies.
- 4.5 Maintain office property inventory including fixed assets, equipment, furniture, office supplies etc.
- 4.6 Monitor the code of conduct, cleanliness, and etiquette of the office premises including working rooms, toilets, parking, and areas surrounding the office building.
- 4.7 Event planning, design, and production within the time limits.
- 4.8 Working with clients to identify their needs and ensure customer satisfaction.
- 4.9 Organizing facilities and details such as decor, catering, entertainment, transportation, location, invitee list, special guests, equipment, promotional material, etc.
- 4.10 Participate actively in the College Strategic Planning especially in terms of long term staff management plans and HR planning of the College Faculty and overall HR capacity development.
- 4.11 Coordination in the preparation of the Annual Performance Agreement of the College in close consultation with the College Management and relevant officials in the College and timely review and incorporation of changes wherever permitted.

5. KNOWLEDGE, SKILLS & ABILITIES (KSA) REQUIREMENTS:

5.1 Education: Bachelor's Degree

5.2 Experience: 3 years' experience in a relevant field

5.3 Knowledge Skills and Abilities:

- 5.3.1 Ability to keep up-to-date information in the area of responsibilities and provide timely information for informed decision-making.
- 5.3.2 Good social and communication skills both in terms of writing and speaking.
- 5.3.3 Conversant in the area of responsibilities regarding technical know-how and changing environment.
- 5.3.4 Proven experience as an Events Planner or Organizer.
- 5.3.5 Excellent time management and communication skills.
- 5.3.6 Good public relations skills and ability to build productive business/professional relationships within the College and with outside stakeholders.
- 5.3.7 Ability to work in a stressful work environment and meet deadlines without procrastination.
- 5.3.8 Ability to manage and lead subordinates as part of the administrative team and keep them motivated and inspired to work independently without much guidance.
- 5.3.9 Proficiency in working with MS Office programmes.

