

VACANCY – CHIEF ADMINISTRATIVE OFFICER

JOB FUNCTION:

The Chief Administrative Officer is responsible for the overall supervision and direction of the Secretariat and for advising on matters pertinent to its administration.

DUTIES AND RESPONSIBILITIES:

- Designs and implements office policies by establishing standards and procedures; measuring results against standards; making necessary adjustments.
- Maintains job results by coaching, counselling, and disciplining employees; planning, monitoring, and appraising performance.
- Achieves financial objectives by preparing an annual budget; controlling the collection of revenue and expenditure of all monies owing to or to be paid by the Association, ensuring that proper records are kept of all monies received or expended; analysing variances; initiating corrective actions.
- Maintains proper inventory of the Association's assets
- Coordinates activities and programmes of the Association
- Attends Board and other Meetings when required and implements decisions taken
- Serves as ex-officio member of Standing Committees
- Keeps the Board informed by consulting with stakeholders, reviewing and analysing special reports; summarizing information; identifying trends.
- Prepares reports and other submissions
- Performs such other duties as may be assigned from time to time

KNOWLEDGE:

- Considerable knowledge of modern office practices and procedures.
- Considerable knowledge of relevant Public Service rules, regulations and procedures.
- Knowledge of relevant financial rules and regulations

SKILLS AND ABILITIES:

- Proficiency in the use of Microsoft Office Suite
- Ability to compose and prepare standard documents such as letters, memoranda, minutes and reports.
- Problem solving skills
- Ability to plan, organize and supervise the work of staff engaged in performing a variety of clerical/secretarial and administrative support duties.
- Ability to train and mentor employees.
- Ability to communicate effectively both orally and in writing
- Ability to develop creative strategies and solutions to accomplish objectives.
- Ability to lead and work as part of a team
- Ability to establish and maintain effective working relationships with colleagues and members of the public.
- Ability to use initiative and to find solutions for work related issues.

MINIMUM EXPERIENCE AND TRAINING

- Training as evidenced by a first degree in the Social Sciences, Sports Management or related field
- Experience in sport and event management.
- A background in Accounting or Finance will be an asset

Applications with CVs can be delivered to **NAAATT's Secretariat, Ato Boldon Stadium, Couva** Or sent via-e-mail to: info@naaatt.org.

Please include **Application-CAO** in the subject line.

Deadline for receipt of applications is **4:00 p.m. on Monday 2019 April 08**.

Unsuitable applications will not be acknowledged.