



JOB DESCRIPTION

Position Title	: Head of Administration
Department	: Administration
Report to	: President of University of Puthisastra
Reportee (if any)	: Senior Admin Officer, Security Manager, Maintenance Team
Location	: University of Puthisastra, Phnom Penh

I. Position Summary:

The main role of the Head of Administration is to ensure overall smooth administration operations of the University of Puthisastra (UP).

II. Duties and Responsibilities:

The overall job description below outlines the main areas of responsibilities of the Employee:

- Oversee UP facilities' operations regularly and ensure that they are being conducted and run smoothly at all time;
- Oversee and manage overall UP administration operations including environment and safety of the university;
- Develop strategic plan for office level and organizational level;
- Develop administration policies and procedures, and strategies, and oversee the implementation by making use of human resources, materials, including annual performance appraisal in the administration department;
- Work collaboratively and effectively with other departments within UP to make sure all administration policies and procedures are being followed;
- Manage and provide leadership support as well as supervision and direction to the administration manager and other administration staff;
- Check and approve on the key performance indicator (KPIs) for administration staffs and ensure that they reach their KPIs then conduct performance appraisal for the administration staffs from level 2-4;
- Develop administration staff capacity through internal or external training;
- Coach and mentor administration staff to ensure that they can deliver effective and quality performance;
- Manage overall office operations, negotiating contracts, manage vendor relationships and oversee the office operating systems;
- Ensure all office properties are being utilized properly and effectively;
- Oversee the network administration, manage phone system and help in the evaluation of the information systems of the UP;
- Liaise with partner institutions, external agencies, government departments and prospective students (as point of contact person) and distribute the incoming information to related departments accordingly and timely;
- Manage the budget plan of the administration department and oversee its development, review operation price and suggest different cost saving policies;
- Provide monthly and quarterly progress report to the President of UP;

- Play a role in organizational planning for long term basis; and
- Perform other tasks assigned by the President of UP.

III. Minimum Qualifications and Requirements:

1. Experience:

- At least five years of working experience in the administration field.

2. Education:

- Bachelor Degree in Business, Management or Administration.
- Master Degree in Business, Human Resources or Management is an important advantage.

3. Skills/Competencies:

- Good administration and management skills; and
- Excellent supervisory skill.

4. Personal Quality

- Ability to think critically;
- Ability to think strategically;
- Great leadership quality; and
- Ability to solve complex problem.

5. Language

- Fluent in Khmer language
- Proficient in English language (minimum 6.5 IELTS)