

# **ROYAL UNIVERSITY OF BHUTAN**

## **POSITION PROFILE**

### **1. JOB IDENTIFICATION**

**1.1 Position Title: Administrative Officer**

**1.2 Position Level: 7**

**1.3 Occupational Group: Administrative and Technical**

**1.4 College/OVC: Gyalpozhing College of Information Technology**

### **2. MAIN PURPOSE OF THE POSITION:**

- Oversees the College's Human Resource and Administrative functions.
- Conduct College programs and assist in establishing external relations.
- Planning, coordination, and execution of school events.

### **3. GENERAL ROLES AND RESPONSIBILITIES:**

- Assist in the preparation of the annual operation plan for the administrative unit.
- Organize activities related to personal administration, property management/maintenance, budget requirements, procurement of office materials, etc.
- Carry out roles and responsibilities of HR and procurement in Colleges.
- Coordinate management of vehicles and their movement.
- Maintain up-to-date personnel files of all staff
- Assist in coordinating important organizational activities as and when required.
- Organize meetings, workshops, and related sessions in the area of administration and management.
- Assist in the coordination of meetings, interviews, trainings, workshops, etc, including drafting of announcements, minutes of meetings, reports, and proposals:
- Carry out any other task as it may be assigned from time to time.
- Performs other related duties as assigned.
- Event planning, design and production while managing all project delivery elements within time limits
- Liaise with clients to identify their needs and to ensure customer satisfaction

- Conduct market research, gather information and negotiate contracts prior to closing any deals
- Provide feedback and periodic reports to stakeholders
- Propose ideas to improve provided services and event quality
- Organize facilities and manage all event's details such as decor, catering, entertainment, transportation, location, invitee list, special guests, equipment, promotional material etc
- Ensure compliance with insurance, legal, health and safety obligations
- Specify staff requirements and coordinate their activities
- Cooperate with marketing and PR to promote and publicize event
- Proactively handle any arising issues and troubleshoot any emerging problems on the event day
- Conduct pre- and post – event evaluations and report on outcomes
- Research market, identify event opportunities and generate interest

#### **4. SPECIFIC ROLES AND RESPONSIBILITIES:**

- Overall responsibility for office management (including permits, services, support staff, etc.).
- Manage the use and timely maintenance of office pool vehicles; ensure licenses, insurance, and other requirements are up-to-date.
- Oversee office management
- 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.
- Maintain office property inventory including fixed assets, equipment, furniture, office supplies etc.
- Monitor the code of conduct, cleanliness, and etiquette of the office premises including working rooms, toilets, parking, and areas surrounding the office building.
- Event planning, design, and production within the time limits
- Working with clients to identify their needs and ensure customer satisfaction
- Organizing facilities and details such as decor, catering, entertainment, transportation, location, invitee list, special guests, equipment, promotional material, etc.

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

**5.1 Education:** Bachelor's Degree preferably in administration

**5.2 Experience:** Minimum of 5 Years

### **5.3 Knowledge Skills and Abilities:**

- i. Ability to keep up-to-date information in the area of responsibilities and provide timely information for informed decision-making.
- ii. Good communication skills both in terms of writing and speaking.
- iii. Conversant in the area of responsibilities regarding technical know-how and changing environment.
- iv. Proven experience as an Events Planner or Organizer
- v. Excellent time management and communication skills
- vi. Sales skills and ability to build productive business relationships
- vii. Ability to manage multiple projects independently
- viii. MS Office proficiency
- xi. Willing to submit references from previous clients