

IRRIGATION AUTHORITY

SCHEME OF SERVICE

POST: **Head of Administration**

SALARY: Rs 47675 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000
- 75800 x 2150 - 77950 (IA 49)

QUALIFICATIONS

A. A Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education "Advanced Level".

B. A degree in Administration or Human Resource Management from a recognised institution.

OR

Equivalent qualifications to A and B above acceptable to the Board.

C. At least 8 years' experience in administration at Senior Management Level.

Note

Qualification at A above should have been obtained prior to qualification at B above.

Candidates should produce written evidence of experience claimed.

DUTIES:

- (1) To be in charge of the Administration Department and to be responsible to the General Manager for the general administration of the Authority.
- (2) To formulate and maintain adequate administrative procedures throughout the Authority.
- (3) To prepare documents and reports for the Board and Sub-Committees and to take appropriate action on decisions taken.
- (4) To act as Secretary to the Board and its Sub-Committees and to keep minutes of proceedings;
- (5) To formulate and implement plans relating to manpower development and training of staff;

- (6) To be responsible for personnel matters including industrial relations, welfare of staff and health and safety measures.
- (7) To ensure the proper keeping of personnel statistics and records.
- (8) To liaise with the Legal Adviser of the Authority and to represent the Authority at Tribunals, Industrial Relations Commission, Courts of Law and in committees with other organisations.
- (9) To deal with the following: -
 - (a) gazetting of projects of the Authority;
 - (b) cases of compulsory wayleave acquisition;
 - (c) subletting of state land in projects of the Authority; and
 - (d) purchase of land.
- (10) To be responsible for insurance of assets of the Authority and staff, where appropriate, and to deal with claims for compensation.
- (11) To work in close collaboration with other Heads of Departments/Sections in improving the operational efficiency and accountability of the Authority.
- (12) To perform other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Head of Administration in the roles ascribed to him/her.

NOVEMBER 2021