

Job Title:	Director Administration		
Role and Responsibilities			
<ol style="list-style-type: none">1. HR;2. Logistics arrangements;3. IT interventions;4. Support staff;5. Maintaining a pool of vehicles;6. General Administration issues;7. Coordinating administrative related issues between different line and related departments/institutions;8. Coordinating administrative issues with NGOs, Donors and development partners;			
Last Updated By:	Web Administrator	Date/Time:	26 October 2009