Deputy Director, Office of Administration

PURPOSE:
The Deputy Director for Office of Administration is responsible for providing administrative services and support in order to ensure effective and efficient operations.

RESPONSIBILITIES

- Draft annual work plan and budget project for the office;
- Draft weekly, monthly, quarterly and annual report for the office;
- Monitor and write progress report on the implementation of work plan and budget plan for the office;
- Liaise with supply and draft contract for university projects;
- Liaise and compile all reports by different offices, school colleges, centers, unit and other report of all the events held or attended by member of the university;
- Manage all reports from meetings, reports to MoEYS, ACC, CHEA, and other related institutions, and draft monthly and yearly reports of the entire University for the Director to review before submitting to relevant VPs for feedback before submit to the President;
- Participate in developing planning (operational, budget, resources and faculties) for the whole university;
- Participate in writing annual report for the whole university;
- Plan and develop the archive collections of all university events and activities, including participating in the establishment and implementation of policies and standards for the archive;
- Properly manage all university documents (hard and soft);
- Produce information on the University, such as maps, videos, slide presentations, and be able to present them to the guest or other relate.

QUALIFICATIONS, KNOWLEDGE AND SKILLS

- The incumbent require obtaining BA degree in Administration, management, or other relevant fields, with four-year working experience in administration field;
- Knowledge of management and Leadership;
- Ability to supervise staff and train staff;
- Maintain a high level of accuracy confidentiality concerning files and other confidential documents and information;
- Excellent interpersonal skills and Honest;
- Team building skills;
- Strong networking skills;
- Analytical and problem solving skills;
- Effective written communications skills;
- Stress management skills;
- Excellent command of English and computer literacy;
- Dedication to the mission of the university;
- Proficiency in English and Khmer.

PERSONAL ATTRIBUTES

- Highly Responsible and confidential;
- Be honest and trustworthy;
- Be respectful;
- Be flexible, highly motivate and creative;
- Demonstrate sound work ethic.