



OFFICE OF THE MAYOR OF VICTORIA

Vacancy Advert

Administrative Officer

The Office of the Mayor is seeking an efficient **Administrative Officer to provide** administrative and human resources support to manage the day-to-day operations of the Office.

Key Responsibilities

- Manage day-to-day administrative operations of the Office of the Mayor
- Coordinate the implementation of Government human resource policies and procedures within the office
- Prepare and submit payroll and monitor staff benefits
- Assist in the preparation and monitoring of the office administrative budget
- Develop and maintain an effective records management system
- Assist in the development and review of administrative policies and procedures
- Liaise with various policies and departments

Qualifications and Experiences

- Degree in Human Resource Management, Public Administration, Business Administration, Management or a related field; OR
- Diploma in Management plus at least three years' relevant experience in administration and/or human resource management or as an Assistant Administrative Officer: OR

- Advanced Diploma in Human Resource Management, Public Administration, Business Administration or a related field with relevant experience plus at least two years' relevant experience in administration and/or human resource management or as an Assistant Administrative Officer.
- Experience within the Public Service would be an advantage.

Other Requirements

- Proficiency in Microsoft Office applications
- Excellent written and verbal communication skills
- Strong organisational and time management skills
- High level of integrity and professionalism

How to apply

Interested candidates should submit a cover letter with CV: and certificates of academic and professional qualifications to: Office of the Mayor of Victoria, Statehouse Avenue or email: mayor@Victoria.gov.sc

Only shortlisted candidates will be contacted