

ORGANIZATIONAL CONTEXT

Job Title	Road Network Management Centre (RNMC) Administrator
Job Code	Clerk
Grade	7-9
Affairs	Assets Affairs
Department	Roads O&M
Section	Operations
Team	Network Management
Date last updated	25 March 2014

JOB CONTENT

Role Objective

1. Provides administrative services to both the RNMC Operations and Management teams.
2. Capable of working independently whilst prioritising work to best support the smooth running of the RNMC.
3. Shared duty of receptionist to visitors.

Job Roles & Responsibilities

1. Ensure office and meeting room facilities are maintained in an operational state
2. Ensure consumable resources are replenished and made available to operational staff
3. Assist the RNMC Manager and Duty Managers in preparing and maintaining policy, process and procedural documentation.
4. Support the RNMC Manager and RNMC Operations Support Manager.
5. Support the RNMC Procedures, Training and ICT Support Manager.
6. Support the RNMC Operations Management Team
7. Facilitate general communications within the RNMC
8. Maintain and control petty cash system
9. Maintain security access records and approval process
10. Maintain correspondence log and manage and coordinate responses

BEHAVIORAL SKILLS, KNOWLEDGE AND EXPERIENCE

(Knowledge and experience needed for the satisfactory performance of the job)

Educational & Experience:

Qualifications

Essential

- High School certification

Desirable

- Degree in Business Administration

Technical Knowledge

- Good level of Arabic and English
- Computer literate and excellent working knowledge of MS Office
- Experience in database administration

The Individual

Roads O&M Job Profile

- Self-Motivated
- Innovative
- Effective communicator, both written and verbal
- Diligent worker
- Office management skills
- Able to engage with others to build trust