



JOB ANNOUNCEMENT

Open position:	Administration Manager
Announcement Ref:	AMJA01004019A
Location:	Lilongwe, Malawi
Grade:	GA5
Open from date:	03 October 2019
Closing date:	31 December 2019

Executive Summary

Eastrise Aviation is a registered business that is on track to become an approved flying school (Approved Training Organisation) in Malawi. Our focus is on Private Pilot Licence training in the hope of expanding to higher licences.

We have an open position of Administration Manager tenable at our head office in Lilongwe. Employees in this job supervise and conduct performance appraisals for junior staff. It also involves advising the Chief Executive Officer on matters relating to administration within Eastrise Aviation.

The captioned post requires a person of high integrity, strong work ethic and intellectual maturity. The AM understands that habitual late reporting for duties, truancy or any breach of work ethics is tantamount to serious disciplinary action including but not limited to termination of employment. Work is performed by applying knowledge of administration acquired through formal tertiary education, experience and common sense/reasoning. The **Administration Manager** reports to the Operations Director.

Position Title/ Code – Administration Manager-(Grade A5)

This is the 5th level in the Eastrise *Salaries & Grading System*. The Highest position is Grade A10 and is held by the CEO. The employee performs a range of assignments while perfecting the methods, processes, and procedures of the work. It involves preparing management reports for submission to the Operations Director. It does not fall in the AM's job description to send reports and/or other official documentation directly to stakeholders and/or auditors unless instructed by the CEO in writing.

The following are the job demands:

- Registers students and provides guidance on enrolment as needed.
- Sends out emails to students, follows up on prospective students and guardians.
- Facilitates student permits and other documentation for international students as required.
- Supervises drivers, junior office staff and conducts appraisals on them.
- Approves trips for drivers by signing the vehicle logbook, checks and verifies that entries are correct and truthful.
- Initiates payment requisitions to be approved by the procurement team.
- Keeps custody of physical property of Eastrise and maintains an asset registers for individual units and a master asset register for the institution.
- Makes bookings for local and international staff and/or partners, volunteers or stakeholders as instructed by the CEO.
- Performs administrative functions in Eastrise and her constituents.
- Sources quotations, analyses them and purchases supplies with the written permission of the CEO or the Procurement Committee and ensures that the supply chain is effective at all times.
- Establishes rapport with stakeholders that ensures that correspondence is up to date at all times.
- Ensures data backup is up to date and the media is tested at least once a month.
- Ensures that all telephone calls and fax messages received are logged and that staff are complying with the ICT policy.
- Sends correspondence signed by the CEO through the post or courier and ensures that mail is collected or posted by the driver or a delegated member of staff in a timely manner.
- Supervises mid-level staff working in the Eastrise business and its interests.
- Performs any other duties that ensure the smooth running of the institution as assigned to by the CEO from time to time.

Job Qualifications

Knowledge, Skills, and Abilities

- Excellent management and supervisory skills are required.
- Advance level knowledge of word processors, spreadsheets (Microsoft Excel 2013 or later) and Open Office.
- Excellent time management and supervisory skills essential.
- Knowledge of record keeping and filing systems.
- Ability to detect errors honestly and with integrity.
- Ability to follow, apply, interpret and execute instructions and/or guidelines.
- Ability to meet schedules and deadlines of the work area
- Ability to operate standard office equipment.
- A valid SADC Driver's licence coupled with more than 3 years accident-free driving.
- Ability to prepare reports.

Education

- Educational level typically acquired through completion of secondary school with a full school certificate with passes in not less than 5 subjects including English.
- Possession of a minimum of either a Diploma in Business Management, Business Administration or Human Resources Management and studying towards the attainment of a Bachelor's Degree in the related field from a recognized/accredited institution is essential.
- A certificate in computer studies or Information Technology is a plus.

Experience

- Minimum of five years of hands-on experience is required.
- Hands-on experience using Open and Microsoft Office 2013 or later.
- Excellent computer skills and ability to use email effectively.
- Proven record-keeping and time management a must-have.

Working Conditions

This job demands working time of 6 days a week. However, due to the nature of the same, additional working time may be demanded from the employee. Eastrise does not pay overtime to staff members in this category but will provide some days off duty to cover for the overtime hours worked. Further to this, the AM may be required to enter into a formal contract of employment with Eastrise upon employment.

How to Apply

Applications must only be made online on our website on the following link:
<https://www.eastriseaviation.com/job-opportunities/apply/>

Eastrise Aviation will not process unsolicited CVs or applications made by any other method apart from the one stipulated above.