

ADMIN OFFICER- EHQ, DARTFORD

RESPONSIBLE TO: THE MISSION ADMINISTRATOR

MAIN PURPOSE OF JOB: To effectively provide administrative support for the management of WMA-WCI contracts for goods and services, establish and maintain strong business relationships with stakeholders.

MAIN RESPONSIBILITIES:

1. Support the management of established contracts for goods and services across WMA-WCI to ensure the delivery of outcomes in line with contract objectives and requirements.
2. Monitor contract performance and compliance in accordance with the contract management plan, risk management plan and organisational policies and procedures
3. Establish and maintain strong business relationships with stakeholders and suppliers including effectively managing contract enquiries, issues, disputes, variations, risks and undertaking negotiations with suppliers as required.
4. Work with the stakeholders to implement transition plan including assessing resource requirement, establishing priorities, timelines, critical path activities as well as establishing documentation and record keeping protocols.
5. Research and analyse contract related information including supplier contract reporting, and provide reports regarding contract activity and performance (including Contractor reporting).
6. Manage allocated contract implementation and transition, including management of supplier and Contractor activities.
7. Respond to complex inquiries regarding contract obligations and revisions
8. Identify risks and issues, suggest alternatives that lead to the best solution
9. Prepare and disseminate information regarding contract status, compliance, modifications, etc.

10. Responsible for implementation of Contract Management processes
11. Act as liaison between WMA-WCI and clients/vendors ensuring that all legal and contractual matters are addressed efficiently and promptly
12. Work with Internal Audit Department & Finance Department to coordinate contractual insurance requirements.
13. Monitor transaction compliance (milestones, deliverables, invoicing etc.)
14. Oversee Service Level Agreement Compliance
15. Trigger contract review
16. Ensure contract close-out, extension or renewal.
17. Maintain database of all WMA-WCI contracts with key information such as notice period, contract location, start date, end date, contract description, value of the contract etc
18. Assist in the prompt preparation of Mission Station and other departmental reports
19. Maintain confidentiality and observe data protection and associated guidelines where appropriate.
20. Work along other members of the team to ensure high level of productivity
21. Carry out all other duties efficiently that may be delegated to him/her from time to time.

Person Specification

Criteria	Standard	Essential/Desirable	Measurement
Work Experience	At least 1 year relevant experience	Essential	Application Form & Interview
	Experience of managing of working with budgets	Desirable	Application Form & Interview
	Ability to work independently on own initiative and also to contribute as part of a team	Essential	Application Form & Interview
	Ability to work under pressure, prioritise workload to manage competing tasks and meet strict deadlines	Essential	Application Form & Interview
	Ability to communicate effectively in person, in writing and over the telephone	Essential	Application Form & Interview
	Ability to work responsibly in dealing with confidential/sensitive information	Essential	Application Form & Interview
Knowledge	A relevant First Degree/HND equivalent qualification	Essential	Application Form
	At least BCC level of WOFBI	Essential	Application Form
	Solid knowledge of office procedures		
	Knowledge of relevant health and safety issues and regulations	Desirable	Application Form & Interview
Skills	Ability to use office computer systems including e-mail spreadsheets and databases	Essential	Application Form & Test
	Financial Planning and Negotiating Skills with the ability	Desirable	Application Form & Test

	to manage a budget		
	Ability to work effectively both in collaboration with other professionals/teams and also on own initiative	Essential	Application Form & Interview
	Strong organisational/Time Management skills/ Ability to prioritise and organise own workload / able to work to deadlines	Essential	Interview
	Excellent interpersonal skills	Essential	Interview
	Good numeracy skills, accuracy skills and attention to details	Essential	Interview
Attitudes	A self-motivated and purpose driven individual with a positive 'can do' approach to work	Essential	Interview
	Positive approach to customer care and service delivery	Essential	Interview
	Willingness and ability to be flexible	Essential	Interview
	Strong sense of integrity and personal commitment to World Mission Agency's mission "liberating men from all oppressions of the devil"	Essential	Application Form & Interview