

**Scheme of Service**

<b>Organization</b>	Employees' Welfare Fund
<b>Post</b>	Administrative Manager
<b>Salary</b>	Rs 40300 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 (EWF 19)
<b>Effective Date</b>	26-Jul-23
<b>Qualifications</b>	<p><b>A.</b> By selection from among serving officers who possess:</p> <p>(i) A Degree in Business Administration or Management or Human Resource Management or Economics or Finance from a recognized institution.</p> <p align="center">and;</p> <p>(ii) A Master's Degree in Economics Or Finance or Master's Degree in Business Administration (General) or a Master's Degree in Business Administration with Specialization in Human Resources Management or in a related field from a recognized institution</p> <p align="center">or</p> <p>Equivalent qualifications to A(i) and A(ii) above acceptable to the Board.</p> <p><b>B.</b> Candidates should:</p> <p>(i) reckon at least five (5) years' experience in a supervisory position and should also be fully conversant with Administration, Human Resource, Legal functions and any other duties related to the job;</p> <p>(ii) possess good interpersonal, communication and report writing skills;</p> <p>(iii) possess strong leadership and organising skills</p> <p>(iv) possess good analytical skills and be able to adopt a multi-disciplinary approach to problem solving;</p> <p>(v) be familiar with modern trends and techniques in management; and</p> <p><b>Note 1:</b></p> <p>In absence of qualified serving officers, by selection from among external candidates who possess a Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education "A" Level or an equivalent qualification acceptable to the Board together with qualifications at A and B above.</p>
<b>Roles and Responsibilities</b>	To be accountable for planning, coordination and implementation of administrative, human resource, procurement, loan processing, customer care and legal policies, strategies, systems and processes in line with the goal and objective of the Fund.
<b>Duties</b>	<ol style="list-style-type: none"> <li>1. To give general assistance and support to the General Manager in the discharge of his duties.</li> <li>2. To be responsible for the day-to-day management and to lead the Administrative, HR, Customer Care, Loan processing, Procurement and Legal Unit of the Fund.</li> <li>3. To act as Secretary to the Board whenever required and ensure follow up actions on all decisions taken by the Board in consultation with the General Manager.</li> <li>4. To advise the General Manager in dealing with matters relating to tenders and contracts, office accommodations, furniture, equipment, insurances, leasing and property maintenance.</li> <li>5. To lead the Human Resource Management Functions such as recruitment and staffing, discipline, budgeting, human resource planning and organisation development.</li> <li>6. To establish a proper employee relations and conditions of employment are maintained.</li> <li>7. To ensure equal employment opportunity/principles in hiring and promotion.</li> </ol>

	<p>8. To align activities by scheduling work assignments, setting priorities and directing the work of subordinate employees.</p> <p>9. To evaluate and put in place the employee performance management system.</p> <p>10. To work in collaboration with the General Manager in dealing with legal matters and to arrange for the drafting of legal documents as required (Non-Loan).</p> <p>11. To maintain updated rules, regulations, and procedures in line with changes in legislation and policy.</p> <p>12. To formulate current and long-range programs, plans, and policies for departmental objectives.</p> <p>13. To represent management before employee groups, legislative committees, administrative bodies, and officials of other levels of government, training institutions, and professional organizations.</p> <p>14. To attend Court/Tribunal in respect of cases relating to HR matters and to ensure proper follow-up action.</p> <p>15. To ensure the delivery of customer service as per the Employees Welfare Fund Customer Charter.</p> <p>16. To mentor/guide subordinate for enhancement of operational efficiency and effectiveness.</p> <p>17. To use ICT in the performance of his duties.</p> <p>18. To perform such other duties directly related to the main listed above or related to the delivery of the output and results expected from Administrative Manager in the roles ascribed to him/her.</p>
<b>Reporting Line</b>	The Administrative Manager should report to the General Manager
<b>Note</b>	<p>(i) The Administrative Manager may be required to work outside normal working hours.</p> <p>(ii) In case of a force majeure/public emergency, incumbent are required to be available to provide their services to ensure business continuity either through work from home, remote working, working online or work performed through any other IT system.</p>

**Approved by EWF Board on 26 July 2023**