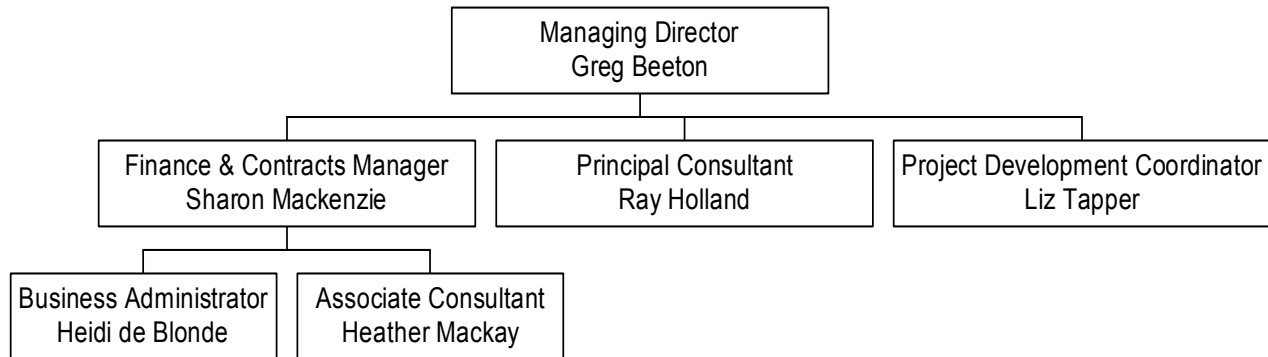




intermediate technology consultants

JOB SPECIFICATION

JOB TITLE: Business Administrator
UNIT: Intermediate Technology Consultants (ITC)
GRADE: D
RESPONSIBLE TO: Finance and Contracts Manger, ITC



JOB PURPOSE

To ensure that ITC identifies and responds to all market opportunities, and produces marketing proposals and material that is of a consistent high quality.

To ensure that all aspects of business finance are efficient and effective.

To provide administrative and logistical support to members of the ITC team and external consultants

JOB FUNCTIONS AND RESPONSIBILITIES

Marketing

Checking tender websites for potential Expressions of Interests/Proposals, sending potential projects to Project Development Coordinator, obtaining further information on EoI's and Proposals and logging potential tenders to ensure staff don't overlook opportunities.

Compiling, developing and updating Capability Statements in each sector area.

Maintain website, uploading reports/publications to website (using FrontPage) and amending website pages as instructed by staff (using FrontPage). To produce website statistics report for ITC board.

Co-ordinate and edit newsletter articles from ITC staff, upload newsletter articles and images to website (involves HTML coding) and send out newsletter, co-ordinating any responses.

Providing administrative support to ITC staff, and principally to the Project Development Coordinator, for project proposals, expressions of interest and reports. To proof read documents, format and ensure consistent quality assurance standard.

Completion of standard forms i.e. award application, organisation registrations.

Finance

Capital asset register update and office equipment maintenance.

Check and order stationary and equipment.

Monthly monitoring of inter-company office costs (tel/fax/mail/copier/stationary).

Assist with development/maintenance of office financial systems/procedures. This includes the monitoring of company credit cards and daily invoice processing.

Database

To maintain and update the ITC database.

Register new consultants onto the database, CV filing system maintenance and general database maintenance.

Compile weekly timesheet summary for all staff and distribute, check timesheets and ensure anomalies are resolved.

To produce and maintain the EoI/ Proposal submission success report for the ITC Board and to be responsible for Outstanding EoI/proposal table maintenance.

Administration

To provide logistical support to members of ITC staff and external consultants (UK/Overseas). This includes the completion/circulation of insurance and travel advance documentation.

Responsible for the monitoring of contract issue to subcontractors and tracking.

Organisation of meetings/workshops and visitors programmes, to include venue booking, promotional material mailing, accommodation/meals, itineraries/ programme compilation, minute taking.

Organisation of ITC quarterly board meeting, agenda and papers.

Co-ordinate and distribute Meeting Agenda prior to staff meeting on Monday, minute meeting and type up notes for distribution to all staff. Updating expression of interest/proposal tracking table.

Administrative support to ITC staff, mail, sending faxes, photocopying, binding, editing/mailling reports/proposals, scanning, CD writing and filing.

Maintenance of staff holiday/ overseas concession records, processing of monthly flexitime timesheets, and notification of staff movements to reception.

Processing of general enquiries and ITC Mailbox emails.

Assist in the recruitment and compilation of induction programmes for new staff members.

Responsible for planning and prioritisation of workload to met the demands of the ITC team and agreed targets.

Contribute to strategic planning as a member of ITC team.

Communication

Requires regular contact with managerial, administrative and technical staff of international organisations, consultancy companies and project partners, collaborators and associates. Requires regular contact with ITDG Regional Offices and close liaison with staff in ITDG Head Office. To act as link person with ITDG staff and external clients/consultants and to represent ITC at internal meetings.

KNOWLEDGE, SKILLS AND EXPERIENCE

- Experience of a fast paced office and small business environment.
- Knowledge and understanding of market opportunities in international development.
- Marketing knowledge and ability to write marketing material desirable.
- Financial administration experience.
- Computer literate with knowledge of MSOffice, internet and databases.
- Ability to prioritise under pressure and meet deadlines.
- Good interpersonal skills and confident communicator.
- Educated to degree level desirable.

KEY COMPETENCES

Initiative

Able to respond effectively to the unexpected. Is biased towards taking action, having identified current or future problems or opportunities.

Teamwork

Works co-operatively with others as opposed to working separately. Is aware of issues that may affect the work of others. Shares ideas and information to find the best way.

Decision-making

Takes timely decisions. Knows when to consult and when to proceed. Follows through on implementation. Communicates decision.

Planning and Organising

Is able to prioritise effectively. Is able to build alternative actions into plans. Reviews priorities. Is able to gather and deploy resources effectively.

Knowledge Management

Able to synthesise information, learns and shares with others. Recognises value of sharing knowledge and takes personal responsibility for doing so.

Self Motivation

Takes responsibility to ensure commitments are met. Achieves objectives despite problems and frustrations. Is aware of strengths and limitations.

26 July 2004