

## JOB DESCRIPTION

Designation :	<b>Project Administrator</b>
Staff Category:	<b>E</b>
Division:	<b>Conservation</b>
Location of Work:	<b>MNS Head Office</b>
Immediate Supervisor:	<b>Head of Conservation</b>
Immediate Subordinates:	<b>Nil</b>
Formulated:	<b>May 2023</b>



### **Purpose of Job**

The overall purpose of this position is to be the project administrator for the **Rantaian Urban Green Spaces** (RUGS) project . The incumbent is expected to be responsible for various administrative duties related to the project.

In addition, the incumbent also contributes to the efficient day to day operations of the Conservation Division

### **Supervisory Duties – Nil**

### **Operative Duties**

The incumbent is required to required to perform a range of duties including but not limited to:-

1. Providing the relevant administration support to the project i.e. preparing letters, drafting contract/agreement, maintaining electronic and hard copy filing system, general clerical duties including photocopying, faxing and mailing.

2. Responsible for the preparation of the financial report(s) to donor and ensuring all the relevant supporting documents i.e. receipts, payment voucher, etc. are kept in orderly manner.
3. Focal person to check monthly claims submitted by the project team.
4. Responsible to arrange for payment requests to be sent to Services Unit.
5. Undertaking any other tasks/duties as may be reasonably required.

The incumbent is also expected to take part and work sincerely in the general activities of MNS, although the focus of that particular activity might not be within the area of this job description.

He/ She is also required to demonstrate competence in the following areas:-

**a) Relationships:** Maintain positive working relationships with immediate supervisor to whom you will be reporting to and with other colleagues.

In the absence of your Immediate Supervisor, you should consult the Executive Director with regards to all tasks and duties.

**b) Communication:** Excellent oral and written communication skills in both Bahasa Malaysia and English.

**c) Teamwork:** Ability to work as part of the team is essential. Must always act in professional manner i.e. pleasant, diplomatic, ability to deal politely and effectively with all level of colleagues and external stakeholders.

**d) Initiatives:** Ability to work on own initiatives when necessary and especially on behalf of the Head of Conservation in carrying out specific duties. Initiatives also required to be demonstrated relevant to the area of designated responsibilities in the event of emergencies or when urgent attention is required particularly when the Head of Conservation is away from the office and not available for advice.

**e) Organization:** Excellent time management skills; attention to detail; and ability to deal with multiple priorities and deadlines.

**f) Knowledge:** Posses sufficient knowledge and expertise in the designated area of responsibility in order to delivered all assigned tasks and duties successful. A good level of IT/computer skills and a working of email, internet and MS Office is also required.

### **Job Specification or Experience**

1. One to two years working experience in related field.
2. Candidate with at least a diploma in administration is preferred.

### **Authority, Confidential and Resources**

1. There is no budget authorisation for this position.
2. Privileged access to confidential data and information which should not be divulged to others without the prior written consent of the Head of Conservation or until such time as such knowledge and information otherwise becomes generally available to the public through no fault of the incumbent.

The incumbent will also agree at all times during his/her term of employment with MNS and thereafter, to hold in strictest confidence and not to use, except for the benefit of the Society any confidential information of MNS.

Reviewed and signed by:

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**Executive Director**

Name : I S Shanmugaraj Subramaniam

Date:

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**Project Administrator**

Name :

Date: