

JOB DESCRIPTION:

Principal Qualifications Officer (CS)

The Principal Qualifications Officer (CS) will have the following key responsibilities:

- Responsible to the CEO for the effective operation and management of TNQAB's corporate services
- Develop and manage the Board's administrative, financial, physical and staff resources;
- Develop and implement administrative, financial and operational procedural statements and guidelines for use by staff of the Secretariat;
- Provide information and support for the preparation of financial reports and budgets;
- Assist the CEO in the preparation and monitoring of the TNQAB budget and other funds operated by the Secretariat;
- Work collaboratively with senior colleagues to provide an integrated approach to strategic and organisational planning, work programme and budget implementation;
- Lead the establishment of a corporate communications strategy, process and tools that maximised the ability of the Secretariat to promote its achievements in partnership with stakeholders;
- Establish and implement a Human Resources Management and Development strategy, update the system and processes to support a strategic programme based organisation and ensure the Secretariat has the capability it needs to meet its strategic goals;
- Ensure the best advice is given on staff appointments and other staff related matters in accordance with Staff Regulations, Terms and Conditions, making appropriate recommendations to the CEO;
- Lead the development of policy and procedures to continuously improve internal services making efficiency and effectiveness gains;
- Lead, manage and develop administrative staff to ensure smooth operations and the provision of accurate and timely information
- Assist the CEO in the preparation of the Secretariat's reports;
- Assist in other areas as and when required from time to time by the CEO.