



A member of the Federation of Savings & Loan Societies Ltd

Level 1-2, Tisa Haus
Sir John Guise Drive,
P.O. Box 319
Waigani, N.C.D.
Papua New Guinea

Telephone: (675) 300 2345

(675) 300 2200

Website: www.tisa.com.pg

POSITION VACANCY: ADMINISTRATION OFFICER

We are seeking to recruit an experienced and highly motivated **Administration Officer** for our **Information Technology Division**. Reporting to the Manager - Service Desk, the successful incumbent will be responsible for providing administrative support to all functions of IT. This will include providing best customer service to internal and external stakeholders, manage office supplies, logistics support, preparing regular reports and organizing IT documentation & records in compliance to TISA Group Standard Operating Procedures.

Key Accountabilities:

- Planning, developing, implementing, and maintaining effective and efficient administrative processes within TISA IT Division.
- Ensuring best IT practices and customer services are rendered to internal and external stakeholders.
- Ensuring all legislative and compliance requirements are adhered to; able to identify red flags and resolve.
- Coordinating all IT events, logistics and procurement requirements; may include travel and accommodations.
- Maintaining costs, budgeting, and reporting in a timely manner.
- Initiate, develop, implement and proactive improvement initiatives and recommendations for improved efficiencies and maximized productivity.

Key Educational Qualification, Requirements and Experience:

- Diploma or Bachelor's Degree in Business Management, Information Technology, or related discipline
- 3 years' experience in Office Administration, Logistics, Procurement, Database Management and Reporting; preferably from a telecommunication or banking/finance industry.
- In-depth knowledge of IT policies and procedures.
- Ability to fully utilize Office Tools (MS Office) and related systems (Manage Engine)
- Ability to organize and communicate with different stakeholders to resolve issues or drive initiatives.
- Must be able to work after hours and/or on weekends as and when required to.
- Must have excellent communication, analytical and problem-solving skills.
- High level of documentation, analytics, and reporting skills

If interested, please submit your Expression of Interest, Updated Resume, copies of your Educational Qualifications and References to;

The Head of People & Culture
Teachers Savings & Loans Society
PO Box 319, Waigani National Capital District
Email: TISA.Recruitment@tisa.com.pg

Only shortlisted applicants will be contacted

Applications close at 4:00 pm, Friday, 09 February 2024

Note:

Candidates deemed successful after the 'Interview Process' will be subjected to providing the following Pre-Employment Requirement(s).

1. Medical Examination Report from recognized medical institutions. (No older 12 months)
2. Police Clearance Certificate (No older 12 months)
3. COVID-19 Vaccination Certificate