

## JOB DESCRIPTION - ADMINISTRATOR

<b>Position Title:</b> Administrator	<b>Direct Supervisor:</b> President
<b>Division:</b> Administration	
<b>Management Level:</b> L1 - Executive Management	<b>Last Revision:</b> October 2022
<b>Replacement/Stand-in:</b> Director of NICH	<b>Duty Station:</b> Belmopan City

The **Administrator** of the National Institute of Culture and History is a primary business leader of NICH and has the overall responsibility to ensure that the objectives and functions for which this institution was established are translated into sustainable operational and programmatic activities. S/he is responsible for the effective and efficient management of its strategic, financial, programmatic, and administrative operations on a day-to-day basis. Additionally, s/he works in close collaboration with the President, Board of Directors, and Directors of the other divisions of NICH to achieve the overall mission and strategic objectives of the institution.

**MAIN FUNCTION:** To provide effective leadership and oversight in the day-to-day management of the institution and its divisions.

Extensive travel, both in country and internationally, is necessary for the fulfilment of duties.

### PRIMARY DELIVERABLES:

1. Support the creation, and communication of the institution’s vision, mission, and overall direction;
2. Support the development and monitoring of the implementation of the institution’s strategic objectives;
3. Provide support to the operations and administration of the Board of Directors, advise and inform Board members of issues that influence the sustainable management of the institution, and interfacing between the Board and staff;
4. Provide the development of the framework required in the development of the institution’s annual consolidated work plan and budget for approval by the Board of Directors;
5. Prudently manage the institution’s resources within the approved budget guidelines and according to current laws and regulations;
6. Provide strategic support in the decision making process as it relates to the operations of the institution, particularly those that may affect the financial health, credibility, sustainability, human resource capacity, development and growth and the quality of services of the institution;
7. Ensure that the complete operation of the institution is in accordance with the legislation(s) that governs the institution’s work, and direction received from the President;
8. Provide the enabling environment to support the design, marketing, promotion, delivery and quality of programs, products and services offered through the institution and its divisions;
9. Lead the strategic development and operations of the Finance, Human Resources, Communications, Internal Audit and Business Development functions of the institution;



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10. Provide support in developing the credibility of the institution by building and maintaining strategic relationships with industry partners, both nationally and internationally;
11. Represent the institution and the nation’s interest in social, cultural and historical matters at national and international level, as the need arises;
12. Maintain awareness of the relevant industry landscapes, opportunities for expansion in services, access to donor funding, new industry developments and standards;
13. Collaborate effectively with all NICH organizations and departments, including its Management and Technical Teams
14. Perform other related duties that may be assigned by the President for the efficient and effective functioning of the institution.

**EDUCATION AND SKILLS:**

- Minimum of a Master’s Degree in Arts Administration, Business Administration, Public Administration, or other related field;
- At least 5 years of experience in a senior Management/Leadership position;
- Previous experience with leading a non-profit agency, negotiating agreements, financial management and managing stakeholder relationships;
- Excellent analytical, documentation and communication skills;
- Other related experience includes the ability to identify and implement best practices, work independently think strategically, plan for long-term success of the institution, and effectively delegate tasks.

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SIGNATURE OF EMPLOYEE

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DATE OF SIGNATURE

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SIGNATURE OF SUPERVISOR

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DATE OF SIGNATURE

