

## **Terms of Reference for the Deputy Head of Administration and Finance Dept.**

The Deputy Head of Finance and Administration primary responsibilities are to oversee the day to day operations of the RTC Administration, Estate, Human Resources, and Finance Divisions, and develop the medium to long term strategies within these divisions to correspond with the strategic plans of the College.

### **1. Administration**

Direct supervision of the administration division and staff. Specific duties include, but are not limited to:

- Ensuring that all routine and ad hoc administrative services are rendered as required.
- Oversee various event management/coordination and associated logistics
- Oversee operations viz. employee & student transportations, pool vehicle maintenance, parking, office setups & resources - furniture, equipment, utilities, classroom setup, space allocations, procurement functions, etc.
- Oversee / coordination of travel requirements viz. itineraries, ticketing, visas, permits, approvals, accommodations - on campus and off campus accommodations, etc. and liaising with concerned agencies, keeping up to date with policy changes, etc.
- Disaster management and contingency planning, initiatives, activities, etc.
- Identifying skills' gaps and recommending training needs, evaluating staff, manage budgets, etc.
- Ensuring the development of SOP, policies, handbook of all administrative services and procedures, as well as process review and streamlining etc.

### **2. Estate**

Direct supervision of the Estate Office and staff. Specific duties include, but are not limited to:

- Oversee estate & facilities maintenance services – preventive and reactive maintenance, capital works, campus beautification & development activities, janitorial & garbage management, etc.
- Space & resources planning to ensure maximum utilization of campus facilities, and ensuring that all capital works/renovations/modification works are completed on schedule.
- Ensuring that the campus facilities, area, surrounding, etc. are well maintained, and cleaned to a high standard. Ensuring that all emergency repairs are tended to on a timely basis.
- Ensuring preventive & reactive maintenance processes are reviewed, developed and adhered, tracking maintenance complaints & material consumption, costing, etc.
- Management reporting, analysis, training, process review / documentation / streamlining, etc. training needs.

### **3. Human Resources**

In conjunction with Head-AFD, supervision of HR office. Specific duties include, but are not limited to:

- Supervision of routine HR operations/management - recruitment, hiring, joining formalities and approvals, induction / employee onboarding programmes, other HR activities, etc.
- HR information systems / HR Database, Leave & attendance management, grievances etc.
- PMS, reward and recognition processes, compensation structure, benefits administration, analysis, management reporting, etc.
- Assist in the HR Development functions – training, reskilling programmes, etc.
- Assist in the review / development of policy and procedures, process streamlining, SOPs, etc.
- Identifying skills' gaps and recommending training needs, evaluating staff, manage budgets, etc.

### **4. Supervising Finance, Inventory , Procurement and associated functions in conjunction with Head-AFD**

### **5. Any other tasks as assigned.**

**Reporting:** The Deputy Head of Admin & Finance Dept. reports to the Head-AFD, or in his/her absence, to the President or any other designated supervisor.