

INTERNSHIP PROGRAM FOR ADMINISTRATIVE INTERNEES TORs

Administration Internee:

- i. Submission of bills for payments;
- ii. Assist in procurements, requisitions and issuance of purchase orders;
- iii. Keep liaison with vendors / suppliers for urgent delivery;
- iv. Maintenance of office equipment and supplies;
- v. Preparation of Tender documents
- vi. Design and maintain proper filing and administrative system of the Centre;
- vii. Office Vehicle maintenance and POL requirements
- viii. Liaise with and provide assistance to logistics to the research teams;
- ix. Maintain proper filing and their movements
- x. Stock keeping, indexing, maintenance etc;
- xi. Preparation of TA/DA bills

HR Internee:

- i. Maintenance of HR files of personnel and issuance of office orders;
- ii. Conducting Training Need Analyses (TNA) and Planning Trainings for the personnel;
- iii. Maintenance and submission of leave records, medical records to Director Administration.
- iv. Maintenance of diary register; answering telephone; relaying messages;

Finance Internee:

- xii. Administrative and clerical support for preparation of budget;
- xiii. Drafting of project budget, documents, correspondence and reports;
- xiv. Assistance in the development of contacts with Government institutions and authorities;
- xv. Any other work assigned by ED or Director Admin/Finance