|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Job Title** | | | **Manager** | | **Job Grade** | | | 9U | |
| **Business Unit** | | | Company ltd | | **Department** | | | Admin | |
| **Job Type** | | | Permanent | | **Location** | | | Lagos | |
| **Objective/**  **Purpose of Job** | | | Manage employees | | | | | | | |
| **REPORTING RELATIONSHIPS** | | | | | | | | | | |
| **Reports to** | | | Director | | **Supervises** | | | Employees | |
| **JOB DUTIES / RESPONSIBILITIES / ACCOUNTABILITIES** | | | | | | | | | | |
| **Internally Relates with** | | | All | | **Externally Relates with** | | | People | |
| **Budgetary Responsibility** | | | Responsible for preparing the departmental budget | | | | | | | |
| Responsible for preparing the departmental budget | | | | | | | | | | |
| * Plan events * Supervise employees * Manage resources | | | | | | | | | | |
| * **Education/Knowledge, Skills, Attributes, Experience & Other Requirements** | | | | | | | | | | |
| **Minimum Qualification**   * Bachelor’s degree * High level of courteousness | | | | | | | | | | |
| **KEY PERFORMANCE INDICATORS** | | | | | | | | | | |
| **Financial Targets** |  | | | | | | | | | |
| **Operational Targets** |  | | | | | | | | | |
| **PHYSICAL REQUIREMENTS** | | | | | | | | | | |
| **Location** | | Office Based | | | | Field Based | | | | |
| **Travel** | | None | | 0% - 30% | | 31% - 60% | | | 61% - 100% | |
| **Shift/Rotation** | | No Shift | | | | | | | | |
| **Work Cycle/Days** | | Mon – Fri | | | | | | | | |
| **FOR OFFICIAL USE ONLY** | | | | | | | | | | |
| **Head of Department** | | | | **HR Department** | | | | | | |
| Name | | | Jonah Luno | Name | | | Hilda O. | | | |
| Signature & Date | | |  | Signature & Date | | |  | | | |