

The National Biotechnology Authority seeks to recruit a highly competent and experienced Administration Manager to join its team. The successful incumbent will be responsible for overseeing and coordinating the administrative operations of the Authority to ensure efficient organizational support and compliance with the organizational regulations. The role requires a highly organized and proactive professional with strong leadership, communication, and problem-solving skills capable of managing multiple administrative functions while maintaining high standards of governance, efficiency and service delivery. Qualified candidates are encouraged to apply.

Duties and Responsibilities

Reporting to the Finance and Administration Director, the successful candidate will be tasked to:

Formulate Budgets by:

- Estimating costs and revenues for inventory supplies.
- Assessing organizational needs and goals.
- Presenting budget for approval.
- Reviewing and revising section budget estimates.
- Analyzing variances and identifying discrepancies.
- Preparing Administration reports.

Oversee Transport and logistics management by:

- Verifying vehicle registers and reviewing vehicle returns.
- Reviewing requests for vehicle hire services
- Facilitating investigations into vehicle accidents, damage, misuse and abuse
- Reviewing requests for payments for services rendered.
- Reviewing fuel registers.
- Consolidating fleet performance reports.
- Developing loss control mechanisms for the Authority.

Supervise Asset management by:

- Reviewing asset registers for the Authority.
- Planning quarterly asset counts programmes.
- Developing loss control mechanisms.
- Reviewing requests for asset movements.
- Reviewing requests for repairs of damaged assets.
- Recommending assets for disposal.

Qualifications and Experience

- A degree in Business Administration, Public Administration /Management or equivalent.
- A post-graduation qualification will be an added advantage.
- At least 6 years of relevant administrative management experience, preferably in the public sector or a regulatory environment.
- Proven experience in office administration, facilities management, procurement coordination and staff supervision.
- A clean class 4 driver's licence.
- Strong communication and interpersonal skills.
- High level of integrity, professionalism, and confidentiality.
- Ability to manage multiple priorities and work under pressure.

- Excellent organizational and administrative abilities.
- Proficiency in Microsoft Office and office management systems

How to Apply

The National Biotechnology Authority is an **Equal Opportunity Employer** and interested applicants should submit their application letters, proof of qualifications and a detailed Curriculum Vitae in pdf format to vacancies@nba.ac.zw not later than the 13th of March 2026, clearly labelled Administration Manager in the subject line. Only shortlisted candidates will be contacted.