Developing
Sustainable Industrial
Mozambique

MOZ PARKS

JOB OPPORTUNITY

ADMINISTRATIVE MANAGER (M/F)

MAPUTO, MOZAMBIQUE



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ADMINISTRATIVE MANAGER (M/F)

CONTEXT AND OBJECTIVE

Ensure organised, efficient, disciplined and results-oriented administrative management, guaranteeing that processes, resources, services and support teams operate in a coordinated manner and in line with the organisation's policies and objectives.

REQUIREMENTS

- Bachelor's degree in Administration, Management, Business Management, Logistics, Human Resources or a related field.
- Minimum of 5 years of professional experience, preferably in administrative management, operations or corporate services.
- Proven experience in leading and supervising teams.
- Experience in managing suppliers, contracts, facilities, logistics and/or fleet.
- Excellent leadership, planning, problem-solving and communication skills.

JOB DESCRIPTION

A. Team Leadership and Management

- Lead, guide and supervise the administrative and support services team.
- Define responsibilities, priorities, targets and performance standards, and monitor activities.

B. Administrative Management and Organisation

- Develop, implement and update administrative procedures and filing systems.
- Coordinate the flow of documents and internal requests.

C. Corporate Services and Resources Management

- Supervise facilities, maintenance, cleaning, security, fleet, travel and logistics.
- Coordinate suppliers and administrative service providers.

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D. Procurement, Logistics and Travel

- Coordinate administrative procurement needs, monitor contracts and support negotiations.
- Supervise the fleet (vehicles, fuel, maintenance).
- Coordinate logistics for meetings, visits and travel arrangements.

E. Compliance and Planning

- Ensure compliance with policies and procedures, support audits and report irregularities.
- Prepare activity plans and periodic reports, and identify cost-reduction opportunities.

F. Human Resources and Communication

- Responsible for Internal Communication, must manage communications to the team and branches (new hires, departures, policies and general notices) via e-mail and WhatsApp.
- Ensure onboarding logistics for new employees (computer, e-mail account and signature set-up).
- Control the allocation of platforms and mobile phone credit to employees.

Applications should be sent to **vaga@mozparks.co.mz** by **22 Setempter 2026** with the subject line: **Application – Admistrative Manager**