

CADET FORCE OFFICERKind of Work

Administrative and quasi-military work as an adjutant providing sustained leadership and supporting services to the National Cadet Corps.

Distinguishing Features of Work

An employee in this class organises and coordinates supporting administrative services to a National Cadet Force; supervises a small group of personnel engaged in desk arrangement for these services such as provision and control of finance and supplies, maintenance of personnel records and official correspondence. The employee also performs quasi-military services ensuring the efficient organisation of cadet camps, the training of cadet commanders and makes recommendations for developing procedures for more efficient administration of the Cadet Corps. Work is performed with a considerable degree of initiative within the policies and administrative arrangements laid down for the Corps and is reviewed through reports by an Administrative superior for efficient performance of the Cadet Corps.

Examples of Work

Organises and supervises the work of a small group of personnel engaged in general clerical and financial duties.

Devises procedures for more efficient conduct of supporting administrative services.

Recommends the purchase of equipment and supplies for units of the National Cadet Corps; controls maintenance and issue of such equipment and supplies through inspection and ensures proper keeping of related records.

Authorises cash expenditures for incidentals within limits defined and controls annual expenditure for the Corps by examining and authorizing items of expenditure.

Prepares annual estimates of expenditure.

Trains unit commanders in proper administration of records and periodically inspects such records.

Ensures that training programmes for units of the Corps administered by the Regimental Sergeant Major are adequately carried out.

Ensures that maintenance and distribution of stores and equipment, the responsibility of the Regimental Quartermaster, are adequately carried out.

Devises, recommends and implements arrangements for fostering competition and cooperation between local and foreign cadet bodies and between units within the National Corps; and fosters cooperation between the Corps and community groups.

Arranges and oversees budget and business arrangements for national/international camps.

Prepares annual reports on the conduct and performance of the Cadet Corps.

Serves as Secretary of the Cadet Corps, Advisory Committee and advises Committee on matters of organization and conduct of the Corps.

Performs related work as may be required.

Required Knowledges, Skills and Abilities

Considerable knowledge of the use of small arms and ammunition.

Considerable knowledge of the conduct of military youth camps.

Knowledge of the principles of and techniques used in military training.

Skill in the use of small arms and ammunition.

Ability to review administrative arrangements for supporting services to a National Cadet Corps and to implement effective changes to a supporting administrative system.

Ability to motivate quasi-military youth units, review their training procedures and make recommendations for more effective organisation of the Corps.

Ability to foster cooperation among local cadet units and between local and foreign Cadet Organisations and between local cadet units and other youth groups.

Ability to express ideas clearly and concisely both orally and in writing.

Ability to establish and maintain effective working relationships with subordinates, school principals and representatives of community groups.

Minimum Experience and Training

Experience in the military field including some experience as an officer and training as evidenced by a General Certificate of Education, Ordinary Level with passes in five subjects, including English Language and Mathematics and supplemented by a recognised course in military techniques and principles; or any equivalent combination of experience and training.

PD. 2/15/9