



Coordination of Administration over the Management

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تنسيق الإدارة العليا مع الإدارة التنفيذية

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Abstract:

There are distinctions between management and administration, despite their apparent similarity. The goals of any organization and the formulation of crucial policies are within the purview of administration. However, upper management is aware that this is all about achieving the administration's objectives. Managers are part of the executive function group, whereas administrators have a more stable and predictable job description. Important company choices are made by the administration overall, while management is accountable for making judgements within the parameters set by the administration. At the very top of the hierarchy are administrative duties, and in the very middle are management ones. It will become obvious that the owners are the ones who put up the money and reap the rewards if the organization's status is examined. Managers are a team of individuals who pool their expertise to accomplish the organization's objectives. Many people have administrative positions in the public sector, the military, religious institutions, and academic groups. Management is a tool that commercial enterprises use. Administrative decisions are impacted by public opinion, government legislation, social and religious issues, and norms, attitudes, and perspectives on norms, whereas management decisions are impacted by the opposite. We must understand that standards play a role in managerial decision-making.

Keywords: Management, Coordination, Organization, Decisions, Manager.

المخلص

توجد فروق بين الإدارة والتنظيم على الرغم من التشابه الظاهري بينهما، فأهداف أي منظمة وصياغة سياساتها الأساسية تقع ضمن اختصاص التنظيم ومع ذلك، تدرك الإدارة العليا أن كل ذلك يهدف إلى تحقيق أهداف التنظيم و يُعدّ المديرين جزءاً من فريق الوظائف التنفيذية، بينما يتمتع الإداريون بوصف وظيفي أكثر استقراراً وقابلية للتنبؤ. حيث تتخذ الإدارة بشكل عام القرارات المهمة للشركة، بينما تكون الإدارة مسؤولة عن إصدار الأحكام ضمن المعايير التي يحددها التنظيم وتقع المهام الإدارية في أعلى الهرم، بينما تقع مهام التنظيم في منتصفه، وسيوضح جلياً أن الملاك هم من يستثمرون ويجنون الأرباح عند دراسة وضع المنظمة، كما ان المديرين هم فريق من الأفراد الذين يجمعون خبراتهم لتحقيق أهداف المنظمة

ويشغل العديد من الأشخاص مناصب إدارية في القطاع العام، والجيش، والمؤسسات الدينية، والمجموعات الأكاديمية، أما الإدارة فهي أداة تستخدمها الشركات التجارية، حيث تتأثر القرارات الإدارية بالرأي العام، والتشريعات الحكومية، والقضايا الاجتماعية والدينية، والأعراف، والاتجاهات، ووجهات النظر حول الأعراف، بينما تتأثر قرارات الإدارة بالعكس كما يجب أن ندرك أن للمعايير دورًا في عملية صنع القرار الإداري.

الكلمات المفتاحية: الإدارة، التنسيق، التنظيم، القرارات، المدير.

Introduction

Organizations can be said to be a tool to achieve goals, therefore organizations can be said to be a forum for the activities of people who work together in an effort to achieve goals. In these activities, people must be clear about their duties, authority and responsibilities, relationships and work procedures. This understanding is called a "static" organization, because it only looks at its structure. Besides that, there is the definition of an organization that is "Dynamic". This definition of an organization is seen from the perspective of its dynamics, activities or actions rather than the relationships that occur within the organization, both formal and informal.

Understanding Management

Etymologically, the word management developed from the word to manage, which means to organize or manage. The word manage itself comes from Italian, maneggio, which was adopted from Latin manager, which comes from the word manus, which means hand (Shafter et al., 2016).

Meanwhile, in terms of terminology, there are many definitions put forward by many experts. Management according to G.R. Terry is a typical process, which consists of planning, organizing, mobilizing and controlling actions carried out to achieve predetermined targets through the use of human resources and other sources.

It needs to be explained that administration can be said to be a science because of its continuity with other sciences, science cannot be separated from its relationship with other social sciences. The social sciences that are closely related to administrative science are political science, law, economics, history, philosophy and anthropology. Administration as a science has only developed since the end of the last century (XIX century), but administration as an art or administration in practice emerged at the same time as the emergence of human civilization. As an administrative science, it is a new societal phenomenon, because it has just emerged as a branch of social science, including its development in Indonesia, by bringing universal principles, but in practice it must be adapted to the situation and conditions of Indonesia by taking into account the factors that have influence on the development of administrative science as an independent scientific discipline (Paul 2023). Administration can narrowly be said to be the activities of note-taking, correspondence, typing, agendas and so on which are technical in nature.

According to Thomas (2013) Management is the ability to obtain results through the activities of other people in order to achieve goals. This definition suggests that management can be seen as a group of people who occupy various levels of leadership positions in an organization. Meanwhile, according to Stoner and Freeman in Ladzi (2012) management is the process of planning, organizing, leading and controlling the efforts of organizational members and the process of using all organizational resources to achieve predetermined organizational goals.

Based on the definitions of management explained above, in this research it can be understood that management is a series of activities starting from planning, organizing and controlling by utilizing human resources and other resources to achieve a predetermined organizational goal.

Overview of management theory in administrative concepts

Theoretically, the terms administration and management have different definitive concepts. These two terms can be presented with different meanings. Administration can basically be underlined as a cooperative activity between two or more people, institutions and people or even between institutions by utilizing all existing facilities, both materials, personal and financial to achieve goals effectively and efficiently.

From this simple limitation, a concept can be drawn, that in order to achieve the desired goal, substantial activities are carried out in accordance with the nature of the goal itself. These activities are carried out with the support of all available sources, in order to truly achieve a certain level of efficiency and effectiveness. Another term used for organizing these activities is arrangement.

Therefore, the series of arrangements themselves can be referred to as administration. In order for the structuring activities to take place in accordance with the desired goals, it is necessary to have other activities that can direct, organize, move and control every structuring action in the desired direction.

According to Hasibuan (1986), management comes from the word to manage which means to organize. In terms of regulation, problems, processes and questions will arise about what is regulated, who regulates it, why it must be regulated and what is the purpose of the regulation. In essence, management aims to carry out a group of administrative activities, so that they run according to patterns and plans made together. Without good management, it will be difficult to achieve coordination of efforts and individual cooperation, especially if the administrative activities take place in a more complex or large organization. Management is needed by every business that requires cooperation between individuals, groups and between organizations.

From several management reviews in the administration concept above, in this research the author uses a management review according to George R. Terry because it is adapted to the research location the author is currently working in. Apart from that, it is hoped that by applying this theory the author will research the elements of the implementation of the administrative process to become more orderly and focused.

The Relationship Between Administration, Organization, and Management

Everyone certainly has a goal and tries to achieve it. This goal will be different for each person, among other things, because of influences, knowledge and experience are different. However, everyone will be the same in one thing, namely wanting to maintain and fulfill their life needs. Maintaining and fulfilling the needs of life can be considered the basic goal of humans. To achieve this goal, people must carry out certain activities. This is where administration begins to emerge, namely the process of activities to achieve goals carried out by someone. The person who carries out the administration is called an administrator. Thus, anyone can carry out administration. It's just that there are people who carry out administration in a chaotic and directionless manner so that their administration is called chaotic administration. But there are also people who carry out administration regularly and in an organized manner so that they can achieve their goals satisfactorily. Modern administration requires that the activities carried out to achieve these goals be orderly and regulated (George, 1957).

Humans are naturally limited in their abilities, so sometimes they cannot carry out activities to achieve their own goals. For this reason, he must use other people's energy in the sense of collaborating with other people to achieve his goals, or organizing. In this organization, management is also needed, namely efforts to coordinate all the tasks carried out by people and direct them towards the goals to be achieved (Ragins, 1963). Thus, organization and management are means of administration.

Organization and Management as A Society Phenomenon

In fact, since in the womb, humans have been indirectly introduced to organization and management. For example, how a child's parents regularly deal with a shaman, midwife or doctor to have him checked. How can a shaman, midwife or doctor direct the parents in maintaining their health so that the child in the womb can be born safely and healthily. Especially when the birth is approaching, how busy the people around him are with various tasks in welcoming the birth. When he is born, like it or not, he immediately enters an organization called a family or family.

From these examples it can be explained that humans are born into the world with a nature that is lacking in the sense that they cannot fulfill their needs if no one helps them. He will not be able to drink or eat if his parents do not give him something to drink or eat. His only weapon is tears; with this weapon he tells what he wants from other people. Even though humans are adults or can stand alone, to fulfill their life needs they still need cooperation and help with other people or organizations. In organizations, people can improve their weaknesses. There is a tendency that the more needs that must be met, the more people must enter the organization (Lu, 1983). Therefore, in the end almost all of one's life wherever one is will be permeated, directed and controlled by the organization. Thus, organization and management will be found or exist in all areas of human life wherever they are. Organization and Management have become part of a societal phenomenon.

To launch projects of any type, it is important to establish plans, objectives and goals in advance. In addition, you need to know which and how many resources you have to comply with what is established in the best possible way and in the appropriate time. To achieve this, it is essential to have project management and administration that efficiently conduct the plans and actions that are going to be executed from start to finish (Shafter et al., 2018).

Although project management and administration in a company are closely related and pursue the same goal, each one has a specific function designated and that is where the difference between one and the other lies. To better understand the competencies, similarities and disparities between project management and administration, it is worth defining the functions of each separately (Shafter et al., 2016).

Project management

Project management is directly involved with the project execution stage. Therefore, the area must be in charge of formulating and using the strategies, techniques and tools necessary to obtain the expected results based on the objectives (Weingart & Sitkin, 2008, Paul, et al.2023). Part of the task of management is to ensure that resources are available to carry out activities as planned and to coordinate all actions to achieve established goals.

The people in charge of management are part of the executive group and generally occupy intermediate positions within the structure of a company (Wright & Phan, 1987, Shafter, M. (2024). Therefore, their functions and responsibilities are to execute and organize resources and actions, ensuring that the company's management policies are followed.

Differences between management and administration

Managing is a concept that means planning, controlling and directing resources. These resources can be material, products, financial or even human resources. According to the founder of Classical Management Theory, Jules Henri Fayol, Management has 5 basic functions: predicting, organizing, commanding, coordinating and controlling. In practice, this means that this professional is responsible for establishing and achieving a company's goals through the strategic use of available resources.

Management is part of administration. Its role is to put into practice the processes planned by the administrator, ensuring that everything is carried out as planned, avoiding errors and anticipating difficulties, helping the administrator to achieve the company's objectives.

In short, the manager's role is to organize people, resources and processes in accordance with the company's administrative policy, with greater focus on personal relationships and work routines. Administration has a more analytical bias, while management is more practice-oriented. Today, the terms are often used as synonyms, but it is important to keep in mind that the concepts are clear when choosing an undergraduate or postgraduate course in the area, for example (Johnson & Trank, 2002).

Therefore, higher academic training is essential. Fortunately, nowadays it is possible to do doctorates remotely, which makes the training process easier. With a Doctorate in Project Management, for example, you will be able to acquire a set of knowledge and techniques that will help you improve the profitability of companies of all types and solve any problems that may occur before, during and after the execution of a project.

Administration and management are two terms that we often hear. At work, campus, or even where we "hang out". Actually, these two terms are easy and difficult to differentiate. It's easy if we explain it only based on theory. And it's difficult to only refer to its function.

Administration and management cover everything we do. Therefore, administration and management exist in every aspect of life. We know that there are many who discuss administration, starting from state administration which we currently know as public administration, education administration, health administration, to population administration in particular.

And we all need to know, where there is administration, there is management. Administration without management does not run smoothly. It's like a body without a soul. These two terms must always go together. Just imagine if an educational institution, or office, only had employees working all day, or a teacher who only came in and wrote. Without good management, it is certain that the institution will not succeed according to its goals. In the context of the State, too, the administration is structured in such a way, starting from the formation of the cabinet of ministers, institutions, courts, and so on. Once it has been formed, then prepare a Roadmap, or what we usually know as a long- and medium-term plan. This plan is what is called management. The control function is called management, and the supervision function is called management. After reading the meaning of administration and management above, of course we have a little idea of the differences between these two terms. For simplicity, we can say that administration is the implementer of activities, while management is the one who plans and controls. That's why, as I mentioned above, administration and management are like "body and life". Administration without management is like "a body without a soul". It's like there's nothing. Therefore, if the administration in any institution does not carry out what has been planned, especially without supervision and control, it could be damaged. Just like the state will only waste the budget without processes and projects that have clear functional functions. We can see how many laws and regulations exist in Indonesia. Well, that's part of administration. You can see the management for yourself. Whether this is true or not, we conclude this based on various considerations. By using this approach, the implementation of administrative service reform will be carefully strategised and focused on attaining goals and optimising work processes for maximum effectiveness and efficiency.

Conclusion

In view of the recurrent use of the term coordination in organizational studies, this article aims to carry out a historical and contextual study of its use throughout the general theory of administration. The approach starts from a historical and chronological exposition of the use of this concept by some important authors from general theory to the most recent schools that

have given the theme a significant emphasis – structural contingency theory and institutional theory. The essay, by carrying out this type of historical mapping of coordination in organizational studies, aims to establish cognitive bridges between the different perspectives, highlighting the innovative aspects of the analyzed contributions, as well as clarifying the theoretical scope that is behind the contemporary reuse of this theme in organizational studies. This text, although it deals with two common terms in administration, I prefer to classify it as in the area of Communication and Information depending on the focus. Management is more associated with the creation of the system than with its result. It is undoubtedly concerned with the expected result of the system, but it does not act on it directly. Management focuses precisely on the systematization process by defining the parts to be considered and the relationships to be established between them.

Compliance with ethical standards

Disclosure of conflict of interest

The authors declare that they have no conflict of interest.

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