

<b>Functional Title</b>	<b>: Admin Associate</b>
<b>Responsibility Level / Grade</b>	<b>: xxx</b>
<b>Department/ Project/ PN</b>	<b>: USAID Adolescent Reproductive Health</b>
<b>Workstation</b>	<b>: District project office Gaur Rautahat</b>
<b>Incumbent's Name</b>	<b>: To be determined</b>
<b>Supervisor/ Principal Evaluator</b>	<b>: Finance and Admin Officer</b>

### **JOB SUMMARY**

'Campaign Nepal for Research and Development' [in short, "Abhiyan Nepal" in Nepali language] is an apolitical, secular, non-profit making and multidisciplinary non-government social development and humanitarian organisation that works in Madhesh Province of Nepal. Abhiyan Nepal was established in 2008 with the outstanding effort of a group of energetic rural youths of Rautahat who are inspired to boost up life and to raise the status of Dalits, Muslim, marginalized and deprived people including children, youth, and women.

USAID Adolescent Reproductive Health (ARH), is an adolescent co-led initiative to empower girls and boys, 10-19 years and including the most marginalized, to attain their adolescent reproductive health (ARH) rights. The goal of the program is to support adolescents to reach their full potential by; ensuring they receive correct and appropriate reproductive health (RH) information and guidance to decision-making skills, creating an environment conducive to making healthy reproductive health decisions and facilitating translation of these decisions into healthy behaviors.

Admin Associate will be responsible for day-to-day support for smooth functioning of the USAID Adolescent Reproductive Health program's operations management. S/he is responsible to provide effective, efficient and timely administrative support to finance, HR and program team of the project. S/he should ensure the USAID rules and regulations, compliance of the donor and other relevance policies and procedures of the organization.

The position will assist the safety and security focal person for the project in the organization. S/he will be responsible for petty cash management, inventory & assets management, vehicle operations and office management.

The employee shall fully comply with Abhiyan Nepal policies and procedures and should be accountable for it.

### **KEY RESPONSIBILITIES AND TASKS:**

#### **R1. Financial & Day to Day Administration Management**

- Ensure timely collection of the invoices and monthly routine bills from vendors and process for payment after review in support with finance and admin officer.
- Assist in raising vouchers, prepare cheques and process payments in accordance with the standard practice including ensuring and monitoring proper authorization and approvals of each documents generated.
- Assist in maintaining hard copies of documents and electronic filing system.

- Ensure the contractual agreements of office building, consultants and with vendors are timely made, renewed and settled.
- Manage petty cash fund and operate it in compliance to organization's policy.
- Assist Finance and Admin Officer in financial and administrative reporting.
- Ensure the contractual agreements of office building, consultants and with vendors are timely made, renewed and settled.
- Support Admin/finance Officer during internal audit, monitoring visits, external auditors, SWC visits in the organization.

## **R2. Human Resource Management**

- Assist finance & Admin Officer in recruitment process, communication, reference checks.
- Maintain staffs' individual files and maintain confidentiality.
- Timely collection of the staffs' timesheets, leave records and review and maintain as per organization's policy with proper filing and documentation.
- Ensure all the employees of the project are insured and are timely renewed and the benefits are received from the insurance companies.
- Maintain staffs' insurance claims records and documents well documented with confidentiality.

## **R3. Safety & Security**

- Provide information on safety and security situation to the staffs and visitors on regular basis.
- Ensure all safety measures are in place within organization.
- Insurance of non-expendable assets of the organizations are made on timely basis.
- Ensure safety and security of the office assets and inventories and timely prepare and keep up to date the inventory records and report to the authorities.

## **R4. Procurement and Inventory Management**

- Ensure effective procurement system in compliance to USAID's rules and regulations and organization's policies and procedures.
- Assist finance & admin officer in induction of procurement process, forms and formats, system of approvals and donor requirements.
- Process mandatory Terrorism Check (Bridger Check) using SAM, OFAC websites on need basis for each employee, vendor, consultants and partners.
- Ensure procurement committee are functional within an organization and procurement process in the project is carry out in competitive manner and as per cost principles.
- Establish good communication and coordination with vendors and stakeholders.
- Implement FIFO method for inventory management in the ware house and ensure adequate safety and security requirements are in place in the organization.

## **R5. Office Administration and Logistic Management**

- Prepare and process for settlement of office utility expenses such as water, electricity, kitchen supplies, and office supplies and so on.
- Check and maintain the log book for office vehicle, motorbikes and documented.
- Manage all official incoming and outgoing correspondence.
- Prepare and maintain the loan book of office equipment like camera, laptops, hard drive and other equipment.
- Represent the project in logistics coordination meeting and ensure coordination with vendors, NGO/INGOs, government stakeholders.
- Provide logistic support for meeting/workshops/events (Venue, accommodation, schedule of the program, transportation etc.)
- Assist in day to day logistic and administrative duties related to travel, accommodations, fleet management, etc.
- Any other duties/responsibilities assigned by supervisor.

**Upholding organization's Core values and ensuring its principles**

- Link and demonstrate organizations core values, programming principles, strategic objects, gender equity, equality & social inclusion in programming and behaviors
- Comply and exercise organizational values and culture
- Help to promote rights and good governance
- Responsible for gender responsive behavior and safeguarding of the program.

**AUTHORITY:**

Spending Authority: None

Supervision: None

Working conditions: None

**PERSON SPECIFICATION REQUIREMENTS:****Qualification and Experience**

Intermediate (10+2) in management with at least 2 years of working experience in the administration and finance department in non-government and development organizations. Preference will be given to Bachelor's Degree in management with working experience in the relevant field.

**Skills and Knowledge**

- Knowledge and practical skills on administrative and logistics functions.
- Knowledge on Tax and VAT requirements and accounting system.
- Strong knowledge and practical skills on different forms and formats, use in financial transaction and procurement system.
- Must possess a valid two wheeler driving license.
- Strong practical knowledge of MS Word, Ms. Outlook, PowerPoint, Excel and Email/Internet.

- Proven experiences in working with diverse communities, cultures and ability to cope the stresses and decision making with appropriate communication.
- Preference will be given having work experience in USAID funded projects.
- Good commanding in English and Nepali both written and spoken at professional level.
- Good coordination, networking and communication skills.

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

Agreed by: \_\_\_\_\_

Date: \_\_\_\_\_