

HELVETAS Swiss Intercooperation Nepal Job Description

Job Title:	Administrative Assistant
Project:	HELVETAS Swiss Intercooperation Nepal - Rehabilitation of facilities of Earthquake Affected People in Sindhupalchowk (REAP)
Location:	Sindhupalchowk Field Office
Reporting to:	Finance and Administration Officer, REAP/HELVETAS Swiss Intercooperation Nepal

Job purpose:

- Administration management, small procurement, logistics including vehicle management in the field office
- Warehouse management and record keeping in the field office

Duties and Responsibilities

1. Implementation of Policies, Guidelines and Manuals

- Adhere relevant policies, rules, regulations and guidelines of HELVETAS Swiss Intercooperation Nepal (Personnel, Financial, Administrative policies, Security Response Guide, Gender Equality and Social Inclusion Guide, Sexual Harassment & Mobbing Policy, Code of Conduct Against Corruption, Conflict Sensitive Programme Management, Basic Operating Guideline etc.)

2. Support to administration

- Provide the lead role in the management of the district office in terms of operations and maintenance, timely paying of bills, fund and petty cash management, account keeping, communications with the REAP Financial and Administrative section staff in PMU, Lalitpur;
- Front desk management;
- Operate district office bank account;
- Manage the petty cash advance in a responsible way;
- Manage the procurement of small consumables as requested by administration;
- Collect and filing of leave record forms, timesheet, travel authorization of field staff;
- Collection of travel expenses and other claims of district staff, various bills; check, ensure all the supporting document and completeness and forward to PMU, Lalitpur office for settlement;
- Establish a proper and efficient filing system in the field office;
- Provide guidance, coaching and supervising to the support staff in the field office;
- Logistics arrangement for travel, training, meeting and workshops;
- Ensure proper office maintenance;
- Support in procurement of locally available construction materials and equipment;
- Provide guidelines to local partner for compliance to the agreement; collect documents and reports from local partner and forward to PMU, Lalitpur office.

3. Warehouse management and record keeping

- Responsible for overall management of warehouse in the district;
- Establish proper and efficient recording system in the warehouse;

- Record keeping of incoming and outgoing construction equipment and construction materials;
- Maintain up to date record of construction materials and equipments in the field office;
- Ensure the safety and security of warehouse in the field office;
- Provide guidelines and supervise the warehouse management at VDC level;
- Occasionally verify the stock of construction materials and equipment and report to administration if any discrepancies found.

4. Office building maintenance

- Ensure timely payment of water, electricity and telephone bills;
- Ensure water reserve in the tank and continuous water supply in the office;
- Assign support staff for office cleaning and maintenance;
- Arrange to repair and maintenance of office building and warehouse.

5. Vehicle management

- Responsible for overall management of office vehicles and motorbikes in the field office;
- Manage vehicle movement in consultation with district office staff and PMU, Lalitpur office;
- Ensure timely servicing and maintenance of office vehicles and motorbikes;
- Arrange fuel for the vehicles and timely bill payment;
- Organize minor repairs of motorbikes/ vehicles in the district and send to Kathmandu in consultation with Administration for major repairs;
- Ensure proper maintaining of vehicle logbook by concerned staff; check logbook quarterly and send required information to the administration in PMU, Lalitpur;
- Prepare statement of private kilometre used by staff and other HELVETAS in-house projects;
- Supervise overall operation of district vehicles.

6. Perform other tasks as requested by Administration

Required Education, Experience, Skills and Competencies

- 10+2 in management or in any relevant discipline
- At least 3 years experience in the related field
- Working experience with NGOs/INGOs will be an advantage
- Good computer skills, with special competency in MS WORD and MS EXCEL
- Motorcycle driving license is mandatory
- Knowledge of warehouse management
- Good interpersonal, inter-cultural competencies
- Fluency in Nepali, both written and oral, and good in written and spoken English

Approved by _____

Date: _____

Incumbent's Signature _____

Date: _____

Supervisor's Signature _____

Date: _____