

**Climate Change and Disaster Risk Management Programme (CCDRM)/ HELVETAS Swiss
Intercooperation Nepal**

Job Description

Job Title: Administrative Assistant

Project: Rehabilitation of facilities of Earthquake Affected People (REAP)

Location: Melamchi Office, Sindhupalchowk

Reporting to: Finance and Administration Officer

Job purpose: Assisting the Melamchi Office in day to day administrative work, documentation and filing and responding the shelter hotline.

Roles and Responsibilities

1. Compliance to policies, rules/ regulations and guidelines

- 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, Basic Operating Guideline etc.).

2. Support to Administration and Field Team

- Support Melamchi office in day to day administrative work such as compiling progress updates, payment requests for approval with supporting document, movement plans etc.;
- Filing of beneficiary documents in hard and soft copy, photocopies/ scans of documents and provide a copy to PMU, Lalitpur as required;
- Assist shelter beneficiaries and Users' Committee of DWSS to open bank account and forward the list of bank accounts to PMU, Lalitpur for payment transfer;
- Follow up with banks for payment transfer and inform beneficiaries accordingly and also report the payment transfer status to PMU, Lalitpur;
- Material delivery to the beneficiaries in collaboration with the logistic unit;
- Collect and filing of leave record forms, timesheet, travel authorization of field staff;
- Logistics arrangement for training, meeting and workshops.

3. Front Desk Management of Melamchi Office

- Front desk management;
- Responsible for the Shelter hotline;
- Answering and registering calls;
- Checking the callers status on payment and progress consulting the responsible Officers and database;
- Forwarding important issues to the respective Officer in charge.

4. Perform other tasks as requested by Melamchi Office Administration

5. Required Academic Qualification, Experience and Competencies

- 10+2 in management or in any relevant discipline;
- At least 2 years' experience in the related field;

- Working experience with NGOs/INGOs will be an advantage;
- Good computer skills, with special competence in MS Word and MS Excel;
- Commitment towards gender equality, social inclusion and poverty reduction;
- Good interpersonal and inter-cultural competencies;
- A very good team player and committed person;
- Fluency in Nepali, both written and oral, and good in written and spoken English.

6. Modification

Job description can be reviewed and modified by mutual consent and are to be confirmed in writing.

Approved By _____ Date: _____

Incumbent's Signature _____ Date: _____

Supervisor's Signature _____ Date: _____