

HELVETAS Swiss Intercooperation Nepal Job Description

Job Title: Office Assistant

Project: Rehabilitation of facilities of Earthquake Affected People in Sindhupalchowk (REAP), Project Management Unit, Lalitpur

Location: REAP Project Management Unit, Lalitpur

Reporting to: Finance and Administration Officer, REAP/ HELVETAS Swiss Intercooperation Nepal

Job purpose:

- Support in day to day office administration
- Support in logistic arrangements including vehicle management
- Office building maintenance

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

- Manage office mail collection and delivery;
- Handle reception desk in absence of Receptionist;
- Assist in typing and formatting Nepali and English letters;
- Deposit provident fund, citizen investment fund and TDS cheques at the concerned office;
- Support administration in the deposit or collection of cheques and cash;
- Manage the petty cash advance in a responsible way;
- Support Admin Finance Officer in documentation and filling.

3. Support to project management unit team

- Make photocopies and binding of documents or support arrangement for these outside office;
- Logistics arrangement for training, meeting and workshops;
- Prepare and serve tea/coffee and water in absence of Office Helper;
- Oversee the tasks of Office Helper and Office Guards;
- Manage vehicle movement as suggested by Finance and Administration Officer;
- Check vehicle logbooks quarterly, calculate private KM used by staff and in-house projects and report to the administration.

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;

- Arrange to make small repairs in and or around the office;
- Assume the responsibilities of office cleaning and maintenance if the responsible support staff is not on duty;
- Perform in coordination with drivers and guards the maintenance of the office surroundings.

5. Perform other tasks as requested by administration

Required Education, Experience, Skills and Competencies

- School Leaving Certificate Passed
- At least 3 years experience in the related field
- Working experience in NGOs/INGOs will be an advantage
- Motorcycle driving license is must
- Energetic and team player
- Good communication and coordination skill
- Fluency in Nepali and basic English in speaking and writing

Approved by _____

Date: _____

Incumbent's Signature _____

Date: _____

Supervisor's Signature _____

Date: _____