

Job Description, Expectations and Terms of Employment

Title: Administrative Officer

Based at: AWO International's Nepal Office, Lalitpur

Reports to: Head Representative of AWO International Nepal
Finance Coordinator (in finance context)

Summary:

The Administrative Officer's tasks are the maintenance and administrative works of the Nepal Office of AWO International e.V. incl. coordination with support staffs, driver, local stakeholders and government authorities, the preparation of events and official travels within the region such as provision of assistance to finance and project management.

Key responsibilities & accountabilities:

Office Maintenance / Infrastructure / Safety

1. Maintenance of Nepal office of AWO International including replacement of broken bulbs, furniture, etc. arrangement of improvements, needs based coordination with electricians, plumbers and other craftsman
2. Responsibility for the functioning of office equipment (computers, printers, beamer, camera, fax, etc.) and essential infrastructure in Nepal office (electricity, internet and telephone, water, etc.) in coordination with contracted IT company and others
3. Coordination of effective guard services, cleanliness of office, compound and garden
4. Ensuring safe working environment in the office in context of electric wiring, placement of gas heaters, safe placement of fuel stocks, etc.
5. Emergency preparations for earthquake and other disasters (maintaining up to date first aid kit, earth quake box incl. food, storage of water, etc.)

Administration / Finance / Support to Human Resource Management

6. Front desk and telephone management of Nepal Office during office hours and organization of internal representation for times of absence
7. Regular handling of general office email address (in addition to personal one) incl. responses and referral services
8. Procurement of needed equipment's in line with the latest guidelines of AWO International in close cooperation with the Finance Coordinator
9. Timely payment of all running costs (electricity, water, telephone, internet, etc.) and staff related expenses (taxes, insurances, etc.) in coordination with the FC
10. Coordination of support staff and external service providers in office context

11. Coordination with government agencies in all Nepal Office related issues (incl. vehicle, taxes and visa) and review of new government/ tax regulations in coordination with the Finance Coordinator
12. Administration of attendance and leave records for all national staff and support staff in coordination with the Head Representative
13. Management of all postal services and coordination of direct delivery of documents
14. Coordination of the office vehicle and of all assignments of the driver (during field trips the driver will be coordinated by the respective accompanying office staff)
15. Petty cash management
16. Assistance to the Finance Coordinator in planning of the office finances and in other finance related issues
17. Management of stock for office materials and stationaries

Assistance to Program Management / Logistics / Preparation of Travels and Events

18. Travel arrangements (flight and hotels bookings, etc.) for all office staff, evaluation teams and in context of trainings, workshops and capacity development in the region
19. Contracting travel insurances right in advance of international travels for staff and procurement of needed insurances for office and vehicles
20. Logistics management (for example in context of Humanitarian Disasters)
21. Preparation and distribution of invitations, catering, workshop materials and logistics for meetings / events of Nepal Office and for workshops with regional partners in consultation with the Driver and support staffs and in close coordination with the responsible Program Coordinator(s).
22. Assistance of the responsible Program Coordinator in SWC related matters
23. Assistance in project management context on request of the Head Representative

Documentation / Public Relations

24. Maintenance of the overall filing structure at the server of Nepal Office in coordination with the Head Representative
25. Timely filing of hard copies of all relevant documents (official documents, agreements, relevant communications, etc.) and forwarding of bills, quotations financial statements etc. to the Finance Coordinator such as proper filing of soft copies (for example scanned quotations) at the server of Nepal office
26. Scanning of documents for filing purposes (for example contracts, audit reports procurement documents), arrangement of photo copies (larger copies) in consultation with the driver and other supportive services for Nepal office, projects and meetings / workshops on request of the Finance Coordinator, Program Coordinators and the Head Representative

27. Up-date of the office's contact rosters and mailing lists

28. Contribution to public relations in context of Nepal office and its website (including media contacts in Nepal and implementation of public relation measures)

Consults with:

The jobholder fulfils all above mentioned tasks in close cooperation with the Finance Coordinator, the Program Coordinators and the Head Representative and coordinates with the Driver, all support staffs and with the head quarter in Berlin. The jobholder reports to the Finance Coordinator (in context of all finance matters) and to the Head Representative.

Needed Qualifications:

- The employee shall be holding a university degree in finance and/ or administration
- 3 years minimum working experience in context of administration and finance
- Good knowledge about government stakeholders (tax, visa issues, etc.)
- Have excellent communication skills and very good language skills in Nepali and English in speaking and writing
- Must be able to lead and guide support staffs
- Have excellent computer skills (Excel, Word, Powerpoint, Internet)
- Intercultural competence & openness for work in social inclusive team
- Working experience in public relations and graphic design are an asset
- Applicant must have a learning attitude, be flexible and ready for occasional works at weekends and evenings
- Driving licence for motorcycle and driving experience
- The future AO must be a team worker but also be able to work independently, be proactive (hands on mentality) and have a solution orientated attitude

Terms of Employment:

Contract period: 1st July 2015 – 31st December 2016 (incl. 3 month probation period). Afterwards the contract might be renewed for another 3 years.

Salary: A monthly basic salary will be paid between 45.000.- and max. 50.000.- Nepalese Rupees (depending on work experience). In addition one salary will be paid per year as Dashain allowance, provident fund, health and accident insurance will be provided.

Work Station: Nepal Office of AWO International, Sanepa / Lalitpur

By applying for this position the applicant agrees to the terms of employment and ensures to have the capacity to fulfil the announced TOR for this position.