

Position Description

Position: Administration Officer (national position)
Reports to: Finance and Administration Manager
Location: Kathmandu, Nepal
Duration: 1 year, renewable based on funding and performance (immediate start)

Background: Hamro Samman, a 5-year counter-trafficking in persons project generously supported by the American people through the United States Agency for International Development (USAID) and implemented by Winrock International, is seeking an Administration Officer to join its small, dynamic team. The program seeks to strengthen the national and local government efforts to combat TIP, improve CSO advocacy, and increase private sector partnerships to assist survivors and those at-risk.

Winrock International is a nonprofit organization that works with people in the United States and around the world to empower the disadvantaged, increase economic opportunity, and sustain natural resources. By linking local individuals and communities with new ideas and technology, Winrock is increasing long-term productivity, equity, and responsible resource management to benefit the poor and disadvantaged of the world.

Summary of position: The Administration Officer will work under the supervision of the Finance and Administration Manager to ensure the smooth, efficient, professional and friendly operations of the Winrock International Hamro Samman project office. The Administration Officer will be responsible for all administration, procurement, logistics and human resource functions in the office and will manage a small team of office support staff including drivers, security and cleaners. The Administration Officer will have primary responsibility for drafting employment and procurement contracts and must have excellent written English, strong understanding of best practices in human resource management and recruitment and strong attention to detail.

Detailed Description of Duties:

Administration and Logistics. Undertake all administrative, operational, and logistical aspects of the program. Lead front office operations, including answering phones and directing visitors to the appropriate locations. Provide administrative support for the organization of events and field visits including any necessary hotel reservations, flight bookings, breaks and meals. Process visas for national and international staff. Manage office vehicles and drivers including monitoring of log-books, renewal of permits and regular maintenance of vehicles. Organize office transportation and coordinate staff schedules. Manage office systems, facilities, and inventories. Maintain an up-to-date contact telephone directory of NGOs, government offices, businesses, and update it regularly and as required. Manage incoming and outgoing correspondence. Translate correspondence and other materials from Nepali to English and vice versa, and act as interpreter for visitors as needed. Other responsibilities as requested.

Human Resources. In collaboration with the program team, coordinate the recruitment process including finalizing terms of reference, advertising positions, working with program team to short-list positions; ensuring integrity of recruitment process and appropriate documentation; coordinating interviews;

verification of references; drafting contracts. Ensure consistent implementation and observation of Winrock's policies and procedures including the Employee Manual. Ensure each staff member has a clear understanding of Winrock's policies and procedures. Oversee regular performance management, ensuring that annual performance assessments take place on time and are documented. Oversee and provide technical support to the disciplinary process ensuring compliance with Winrock's policies and procedures. Maintain up to date records for each employee including tracking benefits and leave, etc. Ensure timeliness, accuracy and completeness of employee monthly timesheets. Provide support to process staff insurance claims. Ensure WI policies are implemented properly. Other responsibilities as requested.

Procurement. Conduct all project procurement in accordance with Winrock and USAID's policies and procedures. Maintain an up-to-date roster of suppliers and prices. Ensure the cost effectiveness of all procurements. Assists the Finance and Administration Manager as needed in preparing any procurement documentation. Advise the Grants Manager and Program Assistant of any deficiencies in the procurement process and makes recommendations for improvement. Complete purchase requisitions, prepares solicitation documents, sets up evaluation committees (as needed), completes the comparative analysis and selection documentation, prepares purchase order or contract for review and approval. Complete Bridger Lexis Nexis searches for vendors. Responsible for ensuring goods and services received documentation is completed and on file. Responsible for inventory management including the initial inventory of project items and annual inventory audits to ensure that project inventory is up to date with the value and condition of project assets. Maintain up-to-date inventory and asset tracking system and list.

Qualifications:

- Bachelor's Degree in a relevant field
- Minimum of 3 years of relevant work experience with an international organization
- Experience on a USAID project preferred
- Strong attention to detail required
- Contracting experience required
- Excellent written and spoke English required
- Team player, solution-oriented, problem solver who can deliver a high-quality product in a fast-paced environment
- Excellent coordination and organization skills

To apply, please submit your application by email, referencing in the subject line "Administration Officer", to Hamro.Samman@winrock.org on or before December 25, 2017. Your application must include a cover letter and C.V. Hard copies of applications will not be accepted. Applications will be considered on a rolling basis until a suitable candidate is found. Only short-listed candidates will be contacted. Women, people with disabilities and those belonging to discriminated groups are strongly encouraged to apply.

All employees should adhere to USAID and Winrock International's code of ethics, and specifically child safeguarding and trafficking in persons provisions covered in the project agreement.

EEOE/AA.