

Terms of References

Job Title: ADMIN & LOGISTICS OFFICER

Background:

The Admin & Logistics Officer is required to manage and assist with the PIU IFRAP Component-1 project funded by World Bank.

Purpose:

This position is responsible for implementation of activities related admin & logistics of the project. Also ensure that event management activities are fulfilled.

Main Responsibilities & Tasks:

EVENT MANAGEMENT

- Ensures that all Event Management requirements of the Project are fulfilled.
- Ensures that all travel arrangements regarding the event are made and communicated to the focal persons.
- Maintain close coordination with the Program, Procurement and finance in order to make arrangements in an effective manner.
- Coordination with concern unit/ department for the workshops, trainings, seminars, exhibitions, dialogues and internal pre-announced meetings in connection with Venue coordination, meal arrangements, accommodation arrangements, training hall set up Arrangements, Internal Coordination.

INVENTORY AND MAINTENANCE

- Dealing with undertakings of Fire / theft policy. And will get record of fixed assets (with prices and date of purchase) for calculation of premium & then get the fixed assets insured.
- Updating the fixed assets record and responsible for physical check of fixed assets
- Ensures that daily check of "building maintenance checklist", inspection of building according to schedule, preparation of check list and ensure that work has been done
- Keep updated emergency numbers of concerned vendors and employees as well.
- Monitor progress over the work plan in accordance with annual planned targets and advise management for corrective actions in case of deviation from the original plan.
- Monitor the cleanliness of the office with management of the office and supervise the duties of all support staff.
- Safeguarding project assets should be included as one of the responsibilities including asset tagging, periodic physical verification, maintaining up to date assets & inventory registers, and reconciling the asset record with accounting records.
- The management of Vehicles and its management of logbook and other related repairs and use for project activities only.

LOGISTICS & SUPPLY CHAIN:

- Supervise and coordinate all activities related to logistics, ensure timely delivery in this regard

- Ensure that the vendors are timely approved/ re-evaluated by purchase committee according to the requirement. Make sure that disapproved vendors are struck out of approved vendor's list.
- Ensure that all invoices/ bills are timely processed hence receiving of Bills from vendors, keeping records of bills received, completing the required documents, forward to Finance section for payments
- Ensure that the proper filing system for Logistics is maintained including communication with vendors, quotations, business profiles etc.
- Responsible for organizing travel, accommodation, and flight booking for staff for official business.
- Ensure that all flight tickets, boarding passes and flight time related information and dissemination.
- Making arrangements for the meetings, workshops and review missions.
- Security arrangements of the PIU premises and ensure safety protocols for project staff during field visits.
- Lead all matters associated with delivery of goods/services e.g Taxation, Duties, and Clearance etc.
- Liaise with suppliers / consultants ensuring that all policies/procedures and requirements are fully complied with by them as per the terms of contract with the implementing partners

Required qualifications and experience:

- Master's degree in management/social science.
- Minimum 5 years of relevant experience
- Experience of working with INGOs/donor agencies/World Bank preferred
- Excellent writing and presentation skills.
- Ability to meet targets within stringent deadlines.
- Sound judgment, flexibility, adaptability and cultural sensitivity.
- Proficiency in MS Office Suite.

Reporting To: **Project Director**

Salary and Benefits

A market-based competitive salary (lump-sum with no other benefits) based on qualification and experience will be offered.

Time frame of Consultancy

The services of the officer will be required full-time for the entire life of the project. However, the continuity of the contract will be subject to satisfactory performance by the consultant.

Selection Process:

The officer will be selected in accordance with the procedures set out for IFRAP Component-1 Project.