



## Administration Officer

- **Vacancy for:** 1
- **Posted on:** July 1, 2017
- **Deadline:** June 7, 2015, midnight

### Basic Job Information

Job Category : NGO / INGO / Social work  
Job Level : mid  
Job Location : Kathmandu  
Offered Salary : None

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### Job Specification

Education Level : Under Graduate (Bachelor)  
Experience Required : Not Required

### Other Specification

- A minimum of Two (2) years of demonstrated experience in office management, logistical coordination, administration or other related work experience
  - Excellent computer skills in Microsoft Office, especially spreadsheets
  - Demonstrated leadership, organizational and analytical skills, rigor and ability to prioritize goals
  - A high level of interpersonal and communication skills
  - Ability to work under pressure
  - Ability to work well in a team environment, able to work effectively with cooperative groups, donors, project staff, and other beneficiaries
  - Fluently spoken and written Nepalese and English
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### Job Description

- Implement HR functions such as recruitment and the administration of national and international employees' attendance and leave records; support with all aspects of HR functions as needed.
- Procure goods and ensure that appropriate procedures are duly followed; verify receipt of goods and services, ensuring specification, condition and quantities of goods are correct and paperwork is complete and properly filed.
- Provide timely, accurate and clear stock and distribution reporting
- Assist with asset tracking, maintenance, inventory, storage, and asset disposal
- In collaboration with management, assist with the safety and security of personnel and assets
- Ensure that office properties are well maintained and that sufficient resources exist to facilitate work
- Oversee fleet functions and supervise drivers
- Facilitate travel requests ensuring appropriate arrangements, costing, and approvals are in place
- Verify invoices, prepare payment requests, and track outstanding payments
- Maintain a central filing system; ensuring consistent use and appropriate archiving of official administrative, finance, and human resource documents.
- Perform other duties and/or assignments as required

#### Additional Duties:

- Establish and ensure effective working relationships with all staff
- Ensure effective working relationships with National Society counterparts and leadership
- Ensure effective working relationships with technical and service departments at national, delegation, and headquarters' level
- Supervise administrative staff; manage their work and provide clear direction and regular monitoring and feedback on performance
- Continually assess systems to streamline processes and enhance the integrity of those systems
- Perform other work related duties and responsibilities as may be assigned by the supervisor
- Travel occasionally to regional project sites

- Respect and work within the code of conduct of the Red Cross Movement
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### **Applying Procedure**

Apply Link : <https://merojob.com/administration-officer-2/>

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