

NEPAL WATER FOR HEALTH

Job Description of Admin Supervisor

Summary of the Position:

Responsible for procurement, HR, administration and logistic related tasks of NEWAH Gandaki Province Office, Baglung.

Line Manager:

Reports to Province Manager

Job Responsibilities:

- Ensure compliance with NEWAH strategy, NEWAH's approaches, shifts, policies and procedures and promote best practices through effective implementation of Admin/Procurement policies of NEWAH
- Support province and field teams in completing the required documents for procurement and assist in preparing the procurement plan
- Prepare and maintain procurement files (requisition, purchase order, GRN, decisions) and ensure complete documentation of the processes.
- Prepare Expression of Interests (EoI), enlisting notices and follow-up for timely notice publication, check thoroughly the submitted applications, evaluate and get approval
- Prepare request for quotation/tender documents to collect bids upon receipt of purchase requisition, make necessary follow-up to vendors for timely submission of bids, prepare comparative charts and get approval.
- Coordinate and communicate with vendor's/suppliers/service providers during collection of quotations.
- Prepare contract documents and assist for contract establishment.
- Lead about procurement, logistic, construction materials management, inventory and HR related works at province level
- Verify invoices, prepare payments request and coordinate with the Finance Department to ensure that payments to vendors'/ suppliers/ service providers are made on-time without any unnecessary strain on the financial systems of NEWAH
- Maintain accurate inventory of office equipment, furniture, software and accessories
- Ensure procurement policy implemented properly
- Prepare various meeting minutes at province office
- Perform day to day activities to smoothly run the province office
- Proper documentation of Admin/Procurement/Logistic/HR related documents
- Prepare and update HR personnel file timely
- Ensure staff movement plan, safety and security of office and team
- Supervise logistic staff, driver and officer helper.
- Ensure admin rules and regulation are followed by all personnel of Province office

- Accomplish any other tasks of the organization as assigned by line manager and Admin Manager at Headquarters.

Duty Station:

- Based on NEWAH Gandaki Province Office, Baglung with frequent field visit to project areas.

Person Specification:

Academic Qualification and Experience:

- Bachelor's degree at least two years of work experience in Admin/HR/Procurement/Logistic aspects of WASH related projects or,
- Intermediate or 10+2 completed at least five years of work experience in Admin/HR/Procurement/Logistic aspects of WASH related projects.
- Well knowledge about the Admin/Finance/Procurement policies

Others:

- Computer knowledge – Ms. Word, Excel, Power Point and excellent in Nepali typing
- Preference to candidate having two wheeler driving license and able to drive motorbike in hilly areas
- Excellent communication and presentation skills in both English and Nepali
- Good knowledge and experience on Admin/HR/Logistic/Procurement
- Good interpersonal skills, analytical skills, leadership and team building skill

Expected Start Date: Mid of January 2022

Probation Period: Six-month probation period

Salary and Benefits:

Basic Salary scale per month NRs 28350

Dearness Allowance per month NRs 16250

Other benefits as per the rules of the organization