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| Functional Title | : | Administrative Assistant |
| Responsibility Level/Grade | : | CO Staff |
| Department/Project/PN | : | Program Support |
| Work station | : | Kathmandu |
| Incumbent's Name | : | To Be Determined |
| Supervisor/Principal Evaluator/Title | : | Government liaison and Admin Specialist |

JOB SUMMARY

Under the supervision of **Government liaison and Admin Specialist**, the Administrative Assistant will be responsible for carrying out day-to-day front office duties ensuring effective communication and promoting professional image of the organization. While CARE Nepal has moved to “work from home” modality this duty may include attending telephone calls as required, handling guests and visitors, petty cash management, assets/inventory management and both domestic and international ticketing. In addition, incumbent will also support in ensuring smooth operation of office. The incumbent will also be assisting to GL and Admin Specialist in providing logistic support to maintain adequate facility for CARE Nepal and its projects including office maintenances. The incumbent will provide supports to other duties assign by **Government liaison and Admin Specialist** as required.

The employee shall fully comply with CARE policies and procedure and should be accountable for it.

KEY RESPONSIBILITIES AND TASKS:

R1. Administrative responsibilities

- Ensure telephone system (PABX) for CARE Nepal; answer all incoming calls, handle caller’s inquiries take adequate messages when required and ensure that the accurate message is relayed to the respective staff on a timely manner
- Manage visitors with hospitality and ensure that they are directed to the right person (including arrangement for refreshments in coordination with Government Liaison and Admin Specialist)
- Coordinate with Safety and Security Focal Person to receive updated detailed list of staff in the Central Office and Project Offices including work/home address, telephone number, mobile number and other important telephone numbers regularly in July and December each year and circulate to all relevant staff. Maintain and distribute the most updated intercom number list and Telephone Tree on a regular basis, maintain organization’s local/international stakeholder’s telephone directory in January and August each year and keeping track of official and personal call record.
- Ensure **cleanliness** is maintained in the office area both inside and outside
- **Draft letters** and correspondences as required.
- Manage **office stationary and supplies** of Central Office following procurement process by providing information on quantity of stationeries consumed
- Prepare and submit request for replenishment of the stationary stock on a quarterly basis
- Register all **incoming and outgoing mails** routing it to the concerned staff and providing a copy of the document/correspondence for filing
- Forward and maintain all **correspondence** for the Country Director and SMT, including receipt and dispatch of courier mail to CARE USA and other CMPs.



- Register and dispatch **letters/documents via airways/courier** to all the field offices and within Kathmandu and inform all the concerned persons in the field accordingly.
- **Update corporate calendar** as per the details provided by team members.
- Ensure and **coordinate work space** for staff coming in the office
- Ensures **office maintenance** including offices buildings/international staff housing and its utilities
- Ensure the **Process of payment** for recurring monthly expenses like electricity, water, telephone, mobile, office supplies and utilities for the office and residence of CD.
- **Booking of meeting halls** (in house) during workshops, meetings and other events (arrangement of stationeries and equipment's and provide other support required) upon receipt of the approved requisition format for workshop/training and process for payment

R2. Petty Cash and Advance Settlement

- Prepare vouchers as per bills submitted by vendor which are within the petty cash threshold
- Timely settlement and preparation of petty cash summary sheet for reimbursement and after approval, forward to finance for reimbursement
- Ensure **petty cash are counted on a regular basis** by supervisor and at least once a year by internal audit during the year end.

R3. Domestic and International Travel Management

- Book and issue domestic and international air tickets upon receipt of the approved travel authorization form from concerned staff for timely booking, change of dates, postponing the dates and cancelling of tickets as required

R4. Asset Management and Physical verification of non-expendable assets

- Adhere to all compliance with Global Property Management manual
- Update and maintain up to date proper master property list not later than 3 working days of the purchase of non-expendable and attractive expendable items such as camera, mobile phone, printers etc. which includes tagging with decal number, date of purchase, purchase value, details of assets transferred location, name of custodian and similar details.
- Perform complete assets handover process to partners including preparation of transfer of assets and certificate of donation
- Maintain proper record of property register form receipt, transfer, disposal and waybills
- Forward payment document to finance for its final payment after assigning asset ID number for non-expendable items
- Circulate complete updated list of non-expendable property items to all the project offices in May each year to support in physical verification
- Obtain the expendable and non-expendable items from a staff member before separation CARE Nepal
- Ensure timely reporting of updated non expendable items and vehicles in master property list.
- Prepare periodic reports of all properties (non-expendable items) as required by donor agencies
- Prepare property register form for disposal of property as and when required and support to prepare disposal plans for submission to relevant donor agencies for getting approval to dispose or handover as relevant.



R5. Filing and Documentation

- Maintain proper files of administrative correspondence of GoN letters which may have relevance with the agreements and non- tourist visas
- Maintain proper files for Vendor Set up of Staff and Vendors
- Maintain lease agreements of CO and residence of CD.

R6. Other Administrative duties

- Monitor the progress of hired cleaner and mentor them to help them perform better.
- Be informed and communicate staff movement in and out of the office
- Contribute to CARE activities not specifically mentioned above and to take the initiative to participate in cross-training in other departments as a form of advancement and personal development

R7. Upholding CARE’s Core values and ensuring its principles

- Comply and exercise organizational values and culture
- Help to promote rights and good governance
- Responsible for gender responsive behavior in all actions and decisions

AUTHORITY:

Spending authority: NA

Working conditions:

Based in Kathmandu

PERSON SPECIFICATION REQUIREMENTS:

Qualifications and Experience

Intermediate degree in Management or a relevant degree with a minimum of 2 years of experience in a similar position. Excellent knowledge of front desk and secretarial management with a proven ability to handle national and international correspondence.

Knowledge Skills and Competencies

- Tactfulness and an excellent ability to deal with people to ensure that cordial relationships are maintained with team members, partners and visitors
- Good oral and written communication skills both in English and Nepali
- Good knowledge on MS Office, particularly in MS Word and Excel
- Excellent planning and organizing skills

Approved by: _____

Date: _____

Agreed by: _____

Date: _____