



Functional Title	:	Admin and Logistic Officer
Responsibility Level/Grade	:	Officer
Department/Project	:	Program Support
Workstation	:	Surkhet Office with occasional field visits
Incumbent Name	:	TBD
Supervisor/Principal Evaluator/Title	:	Finance and Administration Manager
Co-Evaluator	:	Senior Operations Manager

BACKGROUND

CARE Nepal is a not-for profit organization that works across the spectrum of humanitarian action and long-term development programs to address gender-based violence, women and girls' leadership and voice, inclusive governance, sexual & reproductive health, livelihoods, food and nutrition security, disaster risk reduction, and climate change. It draws on its global experience to address the underlying causes of poverty and social injustice, with a distinct focus on the most marginalized and vulnerable women and adolescent girls. It works in partnerships with state agencies, donors, NGOs, civil society organizations, research institutes, private sectors, and also closely collaborates with community members. It currently has presence in all seven provinces of Nepal.

The POSHAN/ MCW in Nepal will be implemented in Sudurpaschim, Karnali, Lumbini, and Madhesh Provinces, targeting seven districts with high rates of poverty, poor health and nutrition outcomes, and high rates of food and nutrition insecurity. The POSHAN/ MCW aims to improve the wellbeing of children and their mothers in targeted districts of Nepal. Activities aim to strengthen the health and nutrition system; improve care and feeding practices; provide nutrition education, enhance dietary diversity, increase household food security; promote food safety and hygiene; and women's empowerment and leadership for decision making. The POSHAN project is implemented in partnership with iDE Nepal.

JOB SUMMARY

The Admin and Logistic Officer is responsible for the day-to-day administrative and logistical arrangements of the Surkhet office. The role also provides support to People and Culture management and Finance in collecting and sending documents from the field office to the relevant functions at the Central Office in Kathmandu. The incumbent is responsible for the distribution and monitoring of supplies and equipment, ensuring timely dispatch of materials, assisting in other logistic functions, maintaining internal controls, and managing resources effectively. In addition, the incumbent will support other program functions as needed and devote time to warehouse management, fleet management, and logistics and procurement activities. This position works closely with the Safety and Security Focal Person at the Country Office to ensure the security of logistics infrastructure, including proper delegation of responsibilities for locking and releasing materials. The incumbent is also responsible for maintaining effective communication with partners, staff, and other parties to ensure commodities are handled properly. The Admin and Logistic Officer will develop and maintain professional relationships with vendors and establish communication channels between CARE Nepal CO, MCWPP teams, the field office, program partners, and vendors. The role includes preparing reports on procurement plans and lease commitments and ensuring prompt delivery of goods and services to support smooth program implementation. The incumbent will work closely with the Finance and Administration Manager, Project Teams, and other staff to carry out responsibilities effectively. This position also provides necessary logistical and



operational support required within that geography for the entire projects/initiatives implemented by CARE Nepal.

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

RESPONSIBILITIES AND TASKS:

Procurement of goods and services in conformity with CARE procurement manual and donor rules and regulations.

- Procurement of utilities, goods, supplies, and services and formalizes payment of all invoices against its supply.
- Prepare requests for quotation (RFQ) to be sent to vendors.
- Review and analyze quotations and prepare summary bid analysis (SBA)
- Prepare purchase orders (PO) for approval (including those for consultant agreements)
- Receive goods and prepare general receipt note (GRN).
- Review active orders and coordinates and communicate with all internal departments and vendors on purchase-related requirements and appropriate delivery schedule.
- Conduct Market Survey for procurement of Goods and services as and when required.

Identify and determine vendors for the supply of various goods and services.

- Prepare vendor set-up form and send it to the procurement committee for approval.
- Coordinating with the SSC Supplier Maintenance team for vendor setup and modification.
- Support in the Annual Vendor Review every year.

Management and Implementation

- Identify requirements and establish and maintain all logistical infrastructures for administration and operations.
- Identify and analyze procurement and transport requirements including those of collaborating agencies and host counterparts as appropriate. Take responsibility for fleet management including developing vehicle plans for fuel and maintenance requirements and costing.
- Take responsibility for movement of all goods and equipment including coordination with Procurement staff in the CO to ensure efficient and timely delivery of relief commodities.
- Fleet Management - Coordinate the transport fleet for regular duties and maintain required documentation & report. Coordinate with Logistics/Procurement Team and Suppliers for shipment, forwarding and receipt of items. Initiate and negotiate the hiring of private vehicles and other transport services as and when required.
- Logistic arrangement for Surkhet Staff during the field visit in POSHAN project working areas.
- Work with the Distribution and Procurement personnel in the preparation of supply status reports, required for donor reports, budget reviews and program analysis.
- Be informed and communicate staff movement in and out of the office

Petty Cash and Advance Settlement

- Custodian for petty cash management in Surkhet Office
- Prepare vouchers as per bills submitted by vendors 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 is counted on a monthly basis by Finance/Grants team member from Surkhet Office and at least once a year by internal audit during the year end.

Safety and Security

- Work closely with the Safety and Security Specialist to ensure security of logistics infrastructure including selection, training and management of security staff and delegation of responsibilities for locking and material releases.

Domestic Travel Management

- Book and issue domestic 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
- Receive and collect invoices twice a month and prepare cheque request for payment & forward to finance after approval
- Regular follow up with finance for timely payment to vendors and inform vendors for timely collection

Coordination and Liaison

- Liaise with partners involved in project implementation and ensure timely update and sharing of vital information.
- Maintain open communication with the contractors and all other parties involved in the handling of commodities at all times.
- Maintain communication with partners and personnel on the ground to ensure timely receipt of the commodity requests, tracking of its dispatch, receipt and distribution.
- Represent CARE in logistics coordination meeting and ensure coordination with partners, local authorities, UN/INGOs.
- Ensure CARE participation and involvement in Logistics cluster activities and coordination when there is a cluster activation.

Internal Controls and Resource Management

- Incorporate donor regulations in CARE standard operating procedures and control systems to ensure thoroughness in the implementation of the project.
- In compliance with CARE and Donor practices, establish measures to ensure the safe handling of commodities while in the custody of intermediaries.
- Ensure that damaged commodities are properly documented.
- Conduct a periodical review of each commodity handling and storage point to ensure proper records maintenance by CARE/Donor requirements and make appropriate recommendations.

People & Culture management and budget management

- Support overall People and Culture Management function in Surkhet Office.
- Assist in the recruitment of support staff.
- Participate in the supervision, training, development and capacity building of Surkhet Office staff, as required
- Facilitate performance assessments (APAA) of direct reports
- Keep them abreast of current situations and reorient them with new guidelines whenever changes occur
- Motivate, train, coach, supervise and mentor staff from time to time to boost their confidence



- Cooperate with all health and safety policies and procedures necessary and take all reasonable care to ensure that your actions or omissions do not impact your or others' health and safety
- Perform administrative and budget duties in relation to the research trial

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.
- Demonstrate positive behaviors following CARE code of conduct and uphold implementation of CARE Safeguarding policy at all levels.
- Conduct awareness raising on CARE Safeguarding policy, feedback and accountability channels and code of conduct.
- Safety and Security is everyone's responsibility within CI through full compliance and accountability (as per Principle –ii of the CARE International Safety & Security Principles).

Spending authority: NA

Working conditions: Surkhet Office with occasional field movement.

PERSON SPECIFICATION REQUIREMENTS

Qualifications and Experience

Bachelor's degree in business administration or a relevant degree with a minimum of 3 years of experience in a similar position.

Knowledge Skills and Competencies

- Good Knowledge of local and international procurement processes.
- Sound knowledge of financial procedures
- Tactfulness and an excellent ability to deal with people.
- Proficient in the use of Microsoft Office especially in Excel spreadsheets and software packages
- Excellent communication skills both in English and Nepali

Approved by: _____

Date: _____

Agreed by: _____

Date: _____