

## WOREC

<b>Job Title:</b> Admin and Procurement Officer	<b>Department:</b> Admin and Procurement
<b>Reporting To:</b> Program Manager	<b>Location:</b> Balkumari, Lalitpur
<p><b>Brief Position Description:</b> Founded in 1991, Women’s Rehabilitation Centre (WOREC) is a national level leading NGO working in Nepal from local to global level with feminist values to support and bridge collective actions for women rights and feminist movement. Together with collaborators from a diverse range of feminist human rights movements and networks, WOREC works to advance the rights of women in diversity. WOREC advocates for affirmative structural and social changes influencing national and international actors. WOREC works for the protection and promotion of women's human rights and social justice with the campaigns against violence against women, and women's economic, social and cultural rights. WOREC is active nation-wide by its presence with central office in Lalitpur, provincial and district offices in 6 provinces. WOREC is currently looking for a dynamic and competent candidate to fulfill the position of Admin and Procurement Officer. She/He will be responsible for overall procurement, logistic and administration management in close coordination with Senior Admin and Logistic Officer under direct guidance of Program Manager.</p>	
<p><b>Job Description:</b></p> <p><b>Compliance</b></p> <ul style="list-style-type: none"> <li>• Overall Administration, Procurement and Logistic management complying the organizational rules, regulation and Policy.</li> <li>• Facilitate Board Meetings, Annual General Meetings, and Staff Meetings.</li> <li>• Renew the membership of board members as/when necessary.</li> <li>• Ensure the timely premium payment of the vehicle insurance and staff insurance and prepare the necessary documents for the same.</li> <li>• Responsible for the timely renewal of the organization.</li> <li>• Follow-up visa or resident cards for expatriate and arrangement of national and international travel.</li> <li>• Ensure the efficient use of office space, design and implement fixtures suitable to the mission and in accordance with the instruction of the general (or site) coordinator.</li> <li>• Receive, direct and facilitate the visitors sent by the Front Desk Officer.</li> <li>• Work in close coordination with the district coordinators and Follow-up with the district Office to collect necessary documents for SWC.</li> <li>• Ensure all the work carried out are in accordance with the relevant law and regulation and even the organizational policies such as ‘admin &amp; finance policy’ and HR policies.</li> <li>• Custody of all office assets, their safety, insurance, tracking movements, regular updates of the Asset register and spot check.</li> <li>• Ensure that all office facilities &amp; equipment are functional all the time and be in charge of arranging any repairs, replacements &amp; maintenance</li> <li>• Liaise and co-ordinate with the relevant departments/functions regarding delivery of supplies and keep all parties informed of any changes in a timely manner.</li> <li>• Assist in the maintenance of an accurate and up-to-date supplier information database for regularly purchased items, and keep updated on local market conditions.</li> </ul>	

- Assist and maintenance records of the new supplier assessment and performance of the existing suppliers.

#### **Logistic Support**

- Oversee overall Logistic management.
- Overall management of the kitchen supplies.
- Monitor and make inventory on kitchen items that needs reordered.
- Logistic arrangement for the activities like rallies, protest, campaigns, etc both inside and outside the valley.

#### **Procurement Support**

- Prepare plans for the purchase of equipment, service and supplies.
- Reviewing, comparing, analyzing and approving product and services to be purchases.
- Ensure procurement procedures and authorization procedures are followed.
- Execute Procurement sourcing activities, negotiation, contracts and purchase orders and maintain appropriate procurement records.
- Maintain and update list of suppliers and their qualifications, delivery times, and potential future development
- Undertake responsibility in obtaining required quotations, preparation of a Comparative Bid Analysis, and advice in recommending purchasing, with all information being systematically recorded in Purchase Committee minutes where appropriate.

#### **General Support**

- Organize basic maintenance (electricity, hydro, plumbing, sanitation) as well as basic facilities (internet and telephone services)
- Responsible for the documentation and timely payment of rent, hydro, telephone, internet) including Safehouse.
- Periodic checks and visits to field on related to administration.
- Ensure the safety functioning of all building fixtures or facilities, workers for maintenance and repairs.
- Maintain the checklist of air fare payment and records.
- Maintain and update the information on travel schedules, travel orders.
- Maintain the checklist of house rent and ensure the renewals are timely made.
- Perform required and emergent functions as seen appropriate to resolve all admin issues.
- Assist ERP team in the installation of ERP system and keep the update as per the recommendation of the ERP service provider especially for inventory and admin modules.
- Perform work responsibilities as requested and provided by finance department, HR department and senior in charges.

**Qualifications:**

- Bachelor's Degree in business administration or business management or related field with at least three year of experience in similar position.
- Must possess excellent Administration, Procurement and Logistic knowledge.
- Ability to manage, prioritize and complete numerous tasks.
- Ability to work effectively under pressure, maintain confidentiality with sensitive data and information
- Ability to establish good working environment and lead the team.
- Proficiency in Microsoft Office
- Strong communication and negotiation skills.
- Good analytical and strategic thinking skills.

**Applying Procedures**

Qualified candidates may send cover letter detailing their experience and motivation for the current position with an updated CV to **[vacancy@worecnepal.org](mailto:vacancy@worecnepal.org)** by **31st July, 2023**. Please mention **your name and the applying position** in the subject line of your CV and Cover letter.

Only the shortlisted candidates meeting the criteria will be called for written test and interview. No telephone calls will be entertained.

WOREC Nepal encourages women and candidates from Dalit/Janjati and sexual minority to apply. For details visit: <http://worecnepal.org/career>.