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## ADMINISTRATIVE AND LOGISTICS OFFICER

### About Mercy Corps

Mercy Corps is a leading global organization powered by the belief that a better world is possible. In disaster, in hardship, in more than 40 countries around the world, we partner to put bold solutions into action — helping people triumph over adversity and build stronger communities from within. Now, and for the future. Mercy Corps has been operating in Nepal since 2005, implementing programs in food security, agriculture, market development, financial services, girl's education, climate change adaptation and disaster risk reduction. We take a systems-based approach in our programming, with the aim of improving the lives and potential of vulnerable individuals and communities across Nepal.

### Program / Department Summary

Mercy Corps is expected to begin a new program to enhance food and nutrition security, reduce future humanitarian caseload and improve the resilience of communities to recurrent shocks in the Karnali Province in Nepal, on or around October 1, 2020. The program will be a Multi-Year Emergency Food Security Activity funded by USAID's Bureau for Humanitarian Affairs, and implemented in 6 districts (Mugu, Jumla, Kalikot, Surkhet, Achham, and Dailekh, with cluster hubs in Surkhet and Jumla) in the Karnali River Basin area. The new program, called "Building Hope Along the Karnali River Basin (Bhakari)", is somewhat built upon many of the successes of the Nepal team's previous Food for Peace program which ended in January 2020, the PAHAL program, but with some new districts and a much heavier emphasis on emergency response. It includes program components of agriculture and market systems, disaster risk reduction, water for productive use, natural resources management, and a large emphasis on a gender and social inclusion approach, all with a highly integrated multi-sectoral approach.

### General Position Summary

The Administrative and Logistics Officer will work under the supervision of the Cluster Coordinator and liaise closely with Mercy Corps' Procurement Administration and Logistics Management (PALM) team with regard to the full implementation of standard Mercy Corps policies and procedures in the fields of procurement, logistic and administration for BHAKARI program.

The Administrative and Logistics Officer will manage all administrative and logistics support functions for the Mercy Corps BHAKARI program from Jumla/Surkhet Cluster Office in the Karnali Province. They will work directly with the Operations Structure of Mercy Corps in the implementation of a three-year Emergency Food Security Activity funded by USAID's Bureau for Humanitarian Affairs, and implemented in 6 districts (Mugu, Jumla, Kalikot, Surkhet, Achham, and Dailekh, with cluster hubs in Surkhet and Jumla) in the Karnali River Basin area.

### Essential Job Responsibilities

The specific duties and responsibilities of the Administrative and Logistics Officer include, but are not limited to, the following:

#### Administration

- Administer and manage the renewal of office rental agreements, internet

### Hiring organization

Mercy Corps

### Employment Type

Full Time

### Salary Grade

O1

### Job Location

Jumla and Surkhet, Nepal

### Date posted

September 17, 2020

### Valid through

25.09.2020

### Apply

Apply

agreement, MSAs and Service Contracts.

- Ensure the vehicle annual registration and annual vehicle insurance done on time.
- Ensure well established and maintained documentation filing systems for office correspondence and admin and log related official documents.
- Administer the filing system on Jumla/Surkhet Office on shared drive. Coordinate with IT Administrator at Kathmandu and external IT consultant to ensure adequate service for MC Nepal Jumla/Surkhet Office IT systems.
- Attend and receive visitors, receive/attend phone calls, receive and dispatch mail, work with the office staff to maintain a clean and well- functioning office. Maintain a high level of discretion when dealing with and communicating information.
- Provide verbal and written translation support documents, contracts, meeting, statements, records, etc. as requested by the relevant projects. Coordinate and support indoor and outdoor event management organized by programs.
- Management and procurement of Office Supplies and office stationary. Coordinate and maintain stock of stationary and office supplies at the Mercy Corps for the project teams.
- Coordinate air ticketing and hotel reservations, airport pickup/drop, and internal transport arrangements for national and international visitors as required.
- Manage property maintenance and supplies including office, manage Courier services.
- Ensures timely payment of office rent, electricity, telephone and other vendors payment.
- Review and verification of vehicle log-sheets on regular basis to ensure every day's vehicle mileage are properly documented and signed by the staff.
- Prepare and compile the monthly PR master List for the Jumla/Surkhet Office and submit to Deputy Procurement Officer at Kathmandu.
- Prepare monthly report of vehicle Logsheet and fuel consumption report and submit to the Administrative and Logistics Officer at Kathmandu.
- Complete periodic vehicle maintenance checks and verification according to schedule established by and agreed.
- Will be the Security Focal Person for the Jumla/Surkhet Cluster and keep updates on Safety and Security to Head of Operations.
- Coordinate and follow-ups with security services for safety and security of Cluster Office.
- In coordination with the Administrative Officer and the Head of Operations ensure general office maintenance, including safety & security.

## **Logistics**

- Implement and manage relevant logistics systems for offices in Jumla/Surkhet Office.
- Travel to the field as required to ensure the smooth introduction and operation of necessary systems, including providing training and orientation as required.
- Manage preferred supplier agreements for items such as vehicle leases, air travel, fuel, and office supplies.
- Maintain up-to-date assets management system following Mercy Corps Field Assets Management Manual.
- Maintain up-to-date asset control systems as per the MC Field Asset Management Manual, ensuring that asset movement forms are used and that asset control procedures take place at the end of each fiscal year.
- Maintain and forward the Asset list to MC, Kathmandu office for updating

country-wide Asset List. Manage the stocks, distribution and tracking of assets, including IT and communications equipment.

- Review, verify and document the Assets Master List and share Master List with Chief of Party, Deputy Chief of Party, Head of Operations, Finance Director and Administrative and Logistics Officer –KTM. on a monthly basis.
- Ensure that proper receiving procedures are followed, including the use of GRNs and the management of the Jumla/ Surkhet Office store/warehouse.
- Supervise Driver(s) ensuring that adequate standard operating procedures are in place for drivers and road travel as per MC Fleet Management Policy Guidelines and SOPs.
- Ensure that each leased or owned vehicle contains a vehicle file that contains documents as per MC policy, including vehicle lease agreements, vehicle log sheets, fuel logs, and other relevant documentation.
- Receive TAAs for inter-office and domestic travel, passing the original to Finance while maintaining a copy for the Logistics filing system.

### **Procurement**

- Implement and manage relevant procurement systems for offices in Jumla/Surkhet Office.
- Manage preferred supplier agreements for items such as vehicle leases, air travel, fuel, and office supplies.
- Ensure the introduction and smooth operation of a well-functioning procurement system as per the MC Field Procurement Manual.
- Maintain up-to-date procurement files based on PR numbers, and circulate an ongoing PR master list to Chief of Party, Deputy Chief of Party, Head of Operations, Deputy Procurement Manager and Finance Director on a monthly basis and to other relevant management staff on a monthly basis.
- Collect the procurement plan from the program and make necessary arrangement for the procurement of goods and services as per the procurement plan.
- Ensure that proper receiving procedures are followed, including the use of GRNs and the management of the Jumla/Surkhet Office store/warehouse.

### **Human Resource**

- The Administrative and Logistics Officer will be responsible to support the Human Resource Department and Operations Department at Kathmandu to prepare the PD's and initiate PRF for any vacant position for Office Drivers and Office Care Takers.
- Will collect the monthly time sheet and monthly leave documents for all staff and will review and forward to HR Department at Kathmandu.
- Support and facilitate completion and submission of onboarding and exit documents to Human Resources Department for during staff joined and separated.
- Provided orientation to new hires staff directly joined at Dhangadhi Regional office.
- Managed and supervised to support staff in the region for easily understanding the National Staff Policy Handbook, Insurance policy, Constant Companion and updates, revisions and addendum.
- Working as HR focal point in the region to handle grievance and problems and escalate it to Human Resources department as required.

### **Coordination**

- Facilitative coordination among BHAKARI Deputy Chief of Party, Cluster Coordinators, Managers, Advisors and Officers.

- Represent BHAKARI and Mercy Corps as needed in front of I/NGOs, district partners, Government Line Agencies, Stakeholders and Mercy Corps Central Office.
- Ensure establishment and maintenance of relationships with local authorities, M/R Municipalities, local government in the program districts and other stakeholders.
- Ensure proper integration of GESI aspects into sector specific program planning and implementation working closely with GESI Manager/ officers

### **Finance and Compliance Management**

- Ensure adherence to program management minimum standards in carrying out their duties, advising and supporting other staff in the same as required
- Ensure all interventions adhere to Mercy Corps' Gender Policy, Do No Harm principles, and beneficiary accountability standards.
- Ensure compliance with donor and Mercy Corps regulations related to emergency programming.
- Ensure that all relevant business transactions/relationships are transparent and in compliance with the law of land and, MC Nepal/donor policies.
- Ensure all internal control procedures are adhered to and that necessary measures are put in place to ensure high standards of accountability and compliance.
- Work closely with finance/compliance to mitigate fraud, conflict of interest and legal ramifications of Mercy Corps activities.
- Support and orient on MC Code of Ethics and uphold Mercy Corps' Zero tolerance of corruption policy.

### **Influence & Representation**

- As required at district and province levels liaise with and represent BHAKARI program to local government officials, humanitarian clusters, AIN forums, civil society/community leaders, political parties and other key stakeholders.
- Ensure close coordination and information sharing with I/NGOs, local government and other implementers, as well as with other Mercy Corps programs.
- Establish and maintain professional and productive relationships with communities and local government.
- Serve as a key focal point for Admin, Log and Procurement related issues and problems in the ground and seek support from central level as required.
- Ensure adherence to management minimum standards in carrying out their duties, advising and supporting other staff in the same as required

### **SECURITY**

- Ensure compliance with security procedures and policies as determined by country leadership.
- Proactively ensure that team members and community operate in a secure environment and are aware of policies.

### **ACCOUNTABILITY TO PROGRAM PARTICIPANTS**

- Mercy Corps team members are expected to support all efforts toward accountability, specifically to our program participants and to international standards guiding international relief and development work, while actively engaging participating communities as equal partners in the design, monitoring and evaluation of our field projects.

- Team members are expected to conduct themselves in a professional manner and respect local laws, customs and MC's policies, procedures, and values at all times and in all in-country venues.

## **OTHERS**

- Mercy Corps as a humanitarian agency is expected to respond as and when crisis and humanitarian situation engulfs. As an MC employee all staff are expected to be part of humanitarian and emergency response in addition to their regular roles and responsibilities.
- Create and sustain a work environment of mutual respect where team members strive to achieve excellence.
- Conduct themselves both professionally and personally in such a manner as to bring credit to Mercy Corps and not to jeopardize its humanitarian mission.
- Other duties as assigned by their supervisor and or Country Director.

## **Supervisory Responsibility**

Drivers and Care takers

### **Accountability**

**Reports Directly to:** Cluster Coordinator

**Works Directly with:** Deputy Chief of Party, Cluster Coordinator, Technical Component Manager, Advisor and Officers, Finance and Compliance Officer.

## **Knowledge and Experience**

- Bachelor's degree in business management or other relevant field.
- 3-5 years of years' work experience in similar positions. Prior experience in non-governmental organization preferred.
- Previous experience with USAID projects and USG rules, regulations and requirements is preferred.
- Excellent spoken and written English and Nepali language skills and ability to interact effectively with international and national staff.
- A clear understanding of program support, office management, procurement, administration, logistics ethics and donor compliance is essential.
- Strong team coordination, listening, and consensus building skills.
- Strong computer literacy with a full knowledge of office applications.
- Strong organizational skills and demonstrated ability to multi-task and process information into action as to not delay program activities
- Demonstrated attention to detail, ability to follow procedures, meet deadlines and work independently and cooperatively with team members.
- Ability to work effectively with an ethnically diverse team in a sensitive environment
- Strong organizational skills and demonstrated ability to multi-task and process information into action as to not delay program activities

## **Success Factors**

The Administrative and Logistics Officer should be able to demonstrate that they have a clear understanding of Office, Procurement, Administrative, Logistics management ethics and donor compliance. They have the ability to multi-task and process information into action as to not delay program activities. The Administrative and Logistics Officer should have the ability to act as an intermediary

between program, finance and operations staff to ensure smooth process flow while maintaining a balance between program implementation and compliance with Mercy Corps and donor policies. They should be conscientious with an excellent sense of judgment. They should have the ability to work simultaneously on multiple tasks. They should also have the willingness and ability to work effectively with a wide variety of people, consortium partner as well as have the ability to work as part of a team and coordinate with project personnel. Strong spoken and written English language skills are a must.

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The most successful Mercy Corps staff members have a strong commitment to teamwork and accountability, thrive in evolving and changing environments and make effective written and verbal communication a priority in all situations. Mercy Corps Team members represent the agency both during and outside of work hours when deployed in a field posting or on a visit. Team members are expected to conduct themselves in a professional manner and respect local laws, customs and MC's policies, procedures, and values at all times and in all in-country venues.

### **Ongoing Learning**

In support of our belief that learning organizations are more effective, efficient and relevant to the communities we serve, we empower all team members to dedicate 5% of their time to learning activities that further their personal and/or professional growth and development

### **Diversity, Equity & Inclusion**

Achieving our mission begins with how we build our team and work together. Through our commitment to enriching our organization with people of different origins, beliefs, backgrounds, and ways of thinking, we are better able to leverage the collective power of our teams and solve the world's most complex challenges. We strive for a culture of trust and respect, where everyone contributes their perspectives and authentic selves, reaches their potential as individuals and teams, and collaborates to do the best work of their lives. We recognize that diversity and inclusion is a journey, and we are committed to learning, listening and evolving to become more diverse, equitable and inclusive than we are today.

### **Equal Employment Opportunity**

Mercy Corps is an equal opportunity employer that does not tolerate discrimination on any basis. We actively seek out diverse backgrounds, perspectives, and skills so that we can be collectively stronger and have sustained global impact. We are committed to providing an environment of respect and psychological safety where equal employment opportunities are available to all. We do not engage in or tolerate discrimination on the basis of race, color, gender identity, gender expression, religion, age, sexual orientation, national or ethnic origin, disability (including HIV/AIDS status), marital status, military veteran status or any other protected group in the locations where we work.

### **Safeguarding & Ethics**

Mercy Corps is committed to ensuring that all individuals we come into contact with through our work, whether team members, community members, program participants or others, are treated with respect and dignity. We are committed to the core principles regarding prevention of sexual exploitation and abuse laid out by the UN Secretary General and IASC. We will not tolerate child abuse, sexual exploitation, abuse, or harassment by or of our team members. As part of our commitment to a safe and inclusive work environment, team members are expected

to conduct themselves in a professional manner, respect local laws and customs, and to adhere to Mercy Corps Code of Conduct Policies and values at all times. Team members are required to complete mandatory Code of Conduct e-learning courses upon hire and on an annual basis.