



Admin Assistant

Location	Dhaka, Bangladesh	Department	International
Reports to (Job Title)	Administrator	Salary Band	H
Matrix manager (if applicable)	Click here to enter text.	<u>Competency level</u>	1

Role definition

Role purpose

To provide effective and efficient administrative support to enable the smooth functioning of the workgroup. To ensure that procedures are followed and standards are met

Key outcomes

- First point of contact within team/office/group/department/division
- Effective administration support provided to the team
- Assists office staff in maintaining files and databases
- Providing logistical support for meeting, conference, workshops, events including liaison with conference venue and supplies of goods and services.
- Maintain incoming & outgoing file system in appropriate manner.
- Update stock register for consumable item(s).
- Day to day update fixed assets register.
- Arrange prior approval from NGOAB for CA staff member international travel.
- Maintain effective communication with Supplier, vendor & travel agent.
- Ensuring all purchase orders and contracts for purchasing goods and services and bid proposals received and submit for further review and approvals
- Fulfilment of Health and Safety policies including fire, legislation
- Maintain the office entrance register book for staffs and external contacts
- Dealing with telephone and email enquiries
- Lead compliance with all NGOAB regulatory reporting and submissions (including work permits, visas)
- Ensure all Christian Aid programme activities are appropriately certified so, to ensure smooth reporting against FD-6 and FD-7 approvals.
- Support the development and translation of new FD-6 and FD-7 proposals, in coordination with programme, funding and business support teams.
- Compile and submit programme progress reports against FD-6 and FD-7 agreements to authorities
- Inform relevant government officials about the progress of Christian Aid work, both formally and informally
- Communication with Local administration for getting certificate.
- Coordinate office activities and operations to secure efficiency and compliance to organizations policies
- Track stocks of office supplies and place orders when necessary
- All staff data update regularly
- Assist in the recruitment process and update HR file
- Perform other related duties as required



Role agility

Expected travel per annum Up to 20 days

On call/unsocial hours Yes, in event of Christian Aid response to humanitarian emergency.

Surge capacity for emergency responses Yes - could be required to to travel for more than 75 days p.a. and for a period of up to 3 months but for no more than 6 months p.a. with no less than one month's interval between postings unless in extreme circumstances.

In order to respond to ever changing demands within the environment, Christian Aid operates within an agile framework (both in workforce and operational) that requires from all employees, a high level of responsiveness and adaptiveness to processes and structures making flexibility and a project based working approach the norm. To sustain this system, managers may/will agree further details of specific tasks and duties as part of the performance agreement. Any reasonable duty may be assigned that is consistent with the nature of the job and its level of responsibility, and employees may be required to change the focus of their role from time to time.

Role context

Click here to enter text. What does the department do? Is the role part of a team? How big is the team and where does the job fit in?

This role works within the Business Administration role family and is key to driving effective systems and processes that enable the workgroup to meet its operational objectives.

Role requirements

Relationships

External: Liaising with external stakeholders at all levels to achieve role objectives and purpose. Suppliers, Partners, Service Providers and Regulatory authorities

Internal Liaising with internal stakeholders and colleagues at all levels to achieve role objectives and purpose. Working within the network of the Business Systems role family.

Decision making

The ability to make day-to-day decisions to assist in the administration and smooth running of the workgroup.

Analytical skills

Ability to manage a wide range of complicated issues . Ability to apply logical thinking and common sense to routine taks and information, and testing solutions to day to day issues

Developing self and others

Number of Direct reports

Click here to enter text.

Overall people management responsibility

Click here to enter text.

Able to share knowledge and best practice across the organisation. Induction and basic supervision of drivers and monitoring cleaner activities enabling and supporting them to assist the workgroup in its functions.



Role related checks			
Child protection clearance Standard Counter terrorism screening Required			
Person specification			
Applied skills/knowledge and expertise			
Essential			
<ul style="list-style-type: none"> • Educated to Advanced level with prior working experience • Sound knowledge of Office programmes including Word, Outlook, PowerPoint and Excel. Knowledge of relevant database systems • Written and spoken ability of English and local language • Must be dependable and trustworthy • Must exercise good customer service skills to both internal and external clients • Self-motivated, focused and persistent 			
Desirable			
<ul style="list-style-type: none"> • Masters in Commerce discipline or English • Possess supervisory skills • Experience of administration and financial processes • Ability to manage a wide range of complicated issues. • Proven experience of producing and analysing data accurately. Able to maintain confidentiality and use of discretion where appropriate • Clear and confident telephone manner • Knowledge of managing Institutional donors supported programme. 			
Digital/IT competencies required			
Word, Excel, PowerPoint	Intermediate	Web content design & development	Basic
Internet based collaboration tools and video calling	Intermediate	Social Media	Basic
Data Visualisation	Basic		
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