

## Administration Officer

### Terms of Reference

Title	Administrative Officer
Period	April to December 2021 (with potential for extension)
Location	Dhaka (Bangladesh) with frequent travel to programme's area
Reports to	Senior Project Manager

### **Background**

PROKAS (Promoting Knowledge for Accountable Systems) is a UK Foreign, Commonwealth and Development Office (FCDO) funded programme designed to support government and civil society initiatives to improve transparency and accountability in Bangladesh. PROKAS commenced in April 2015, and will continue until December 2021, with potential for extension. PROKAS is implemented by the British Council in consortium with Palladium

PROKAS is a politically smart programme that increases transparency and reduces corruption in Bangladesh by supporting action in areas where there is strong potential for change. We work with issues where there is an opportunity to bring groups together – civil society, government, academia, the business community – to solve complex accountability problems through coalition building and collective action approaches, supported by political and other analysis. PROKAS is currently delivering the following issue-based projects (IBPs):

- Climate finance (CF): supporting two coalitions of partners to strengthen both supply and demand aspects of climate finance transparency and right to information. Through applying the comparative advantages of government, civil society and private sector, the project aims to demonstrate that climate projects that are transparent, accountable and inclusive, will increase the effectiveness, efficiency and economy of climate change interventions, thus increasing opportunities for national and global financing and increase the wellbeing of communities.
- Fairer labour migration (FLM): Government, civil society and private sector partners are collaborating to strengthen mechanisms, policy and legislation to provide greater safeguards to labour migrants from Bangladesh, many of whom fall prey to bribery, corruption and other exploitative practices. Partners are collaborating to pilot grievance and compensation mechanisms for victims of exploitation.
- Food safety (FS): The widespread practice of using unregulated and unsafe feed in the poultry sector leads to unsafe poultry products being consumed across Bangladesh. Working with government, civil society and consumer associations, PROKAS is exploring how to strengthen regulation and producer / consumer behaviours around the highly complex poultry value chain. PROKAS is actively working with the FS partners to more effectively link this IBP with the other IBPs, to maximise synergy and results.
- Climate Induced Migration (CIM): The aim of the project is to identify alternative cities to Dhaka where there are opportunities for private sector growth that can provide employment for climate displaced migrants. By bringing together a coalition of actors that supports private sector, government and civil society interests, the project aims to demonstrate that collective working which is more transparent and accountable, brings benefits to all parties – including providing climate displaced migrants the opportunity to re-build their lives.

### **Role Purpose**

The successful candidate will play a critical role in ensuring that the operations team gets all support for the day-to-day management of issues on top priority. The main purpose of this position is to provide administrative support to the PROKAS project team to ensure effective and time bound

delivery. The post holder will be accountable and responsible for the effective operation of all aspects of administration, specifically for the following key tasks:

### **Smooth operational management of the PROKAS project office**

- Ensure office premise is well maintained, safe and secure.
- Provide general administrative support to the operations and programme teams as and when necessary.
- Ensure timely processing (verification and submission) of monthly administrative expenses – telephone, mobile phone, internet, electricity, gas, rent, security guards, any other payments, etc.
- Prepare and coordinate schedule, arrange accommodation and transportation for national and international consultants and visitors. Liaise with relevant country teams in relation to travel and accommodation for all visits.
- Manage PROKAS project vehicles, supervise drivers, and ensure vehicle logbooks are maintained as per the required British Council guidelines and policies.
- Supervise PROKAS office support staff.
- Ensure all office equipment and vehicles are well maintained, and all maintenance contracts are updated/renewed on time.
- Maintain register of all incoming and outgoing communication and documents including any materials received by the project office or delivered to external addresses places.
- Maintain and manage register of office supplies. Upload and manage all relevant documents of the PROKAS programme on SharePoint Online database.
- Monitor visitor access and manage security awareness.
- Lead on visa application process for international consultants in accordance with British Council policies and guidelines.
- Manage office phone.
- Ensure good management of office documents and storage system for both hardcopy and softcopy versions in line with the British Council standard guidelines and policies.
- Support the Senior Project Manager in Human Resource management and issues including recruitment process, training, staff records management, staff leave database management, staff information update, etc.
- Maintain all registers and record books, for example inventory, gift and hospitality, conflict of interest, etc.
- Ensure all British Council and clients' compliance requirements are met.
- Be proactive in identifying operational risks and issues and resolve them collectively with the PROKAS team.

### **Supporting the PROKAS Finance system:**

- Support the Senior Project Manager / Head of Finance in successful management and delivery of finance and grant making systems as and when required.
- Support the financial record keeping process and ensure that all records are kept in accordance with British Council standards and client audit procedures and requirements.
- Support finance team in managing petty cash and ensure all expenditures of the petty cash are incurred following standard guidelines and policies of the project and of the British Council.
- Maintain and manage inventory of assets of the project office. Inventory prepared and maintained as per clients' and British Council guidelines and policies – updated each quarter and reported to the Head of Finance, Senior Project Manager, relevant country teams and client for information and record.
- Maintain stocks regularly (monthly) and prepare monthly stock requisition.
- Use British Council SAP system to contribute to financial procedures, by creating purchase requests (PR) and / or purchase orders (PO) for consultants, vendors, and partners, changing and deleting purchase orders, noting goods receipt, as directed.
- Assist Senior Project Manager and Head of Finance in preparation of office expenditure forecasting, statements and documents.
- Assist all relevant teams with internal and external audit of PROKAS and partners.
- Coordinate (and seek advice) with country Facilities/Operations team, Procurement team, HR team and Finance team as and when necessary

## **Maintenance of the IT system and associated equipment**

- Manage Third Party service providers for all IT related services to the programme
- Check and report all IT systems are functional and operational at all times. Coordinate (and seek advice) with country IT team as and when necessary to address all IT issues and resolve them on priority basis.
- Ensure British Council code of conduct, information policies, IT policies and all other relevant policies are maintained in the programme in relation to IT usage
- Ensure IT inventory is managed and supplies of stocks are updated.
- Communicate with global service desk (GSD) regarding IT issues and SAP system maintenance.

## **Procurement of goods and services for PROKAS**

- Support Senior Project Manager and Finance team with procurement of goods and services relating to PROKAS project in line with the British Council and client guidelines and policies. Have oversight of all necessary procurement within the office including vehicles, stationary, furniture, short-term consultancy / expertise etc.
- Support all teams with required logistics for the implementation of identified project activities commissioned under the Programme. This position holder will be responsible for ensuring logistical arrangements are in place for all in house and external meetings, seminars / workshops, visiting consultants by ensuring proper venue, logistics, transport support, printings and any other logistics requirement are booked.
- Arrange travel, accommodation and transport of staff visiting outside Dhaka for official purposes.
- Ensure value for money in procurement activities – required number of quotations are received on time with comparative statements prepared in line with British Council and client procurement guidelines.
- Work with Finance team to set up Vendor accounts on British Council SAP / payment system.
- Ensure all procurement related contracts are updated and in place.

## **Other relevant task for the project/office**

- Contribute to the development of quality documents for the programme including quarterly/annual reports, office manual, etc.
- Gather event information from relevant IBP teams within the programme and update country events calendar in line with guidelines from the country Communications Team.
- Coordinate internal meetings, workshops, seminars and events as and when required.
- Provide necessary support to PROKAS Project Director (SRO) and Team Leader as and when necessary for the successful delivery of the programme.
- Perform any other duty assigned by Senior Project Manager for the successful delivery of the programme.

## **Input:**

This is a full-time position with a maximum of 156 input days until 13 Dec 2021, the end of the project (with potential for extension).

## **Contractual arrangement:**

The Administrative Officer is to be part of the Operations team and will report to the Senior Project Manager. This is a full-time position up to the end of the project. The successful candidate will be contracted by the British Council through fixed term consultancy service contract. The ToR is subject to update and modifications as per project need.

## **Key relationships:**

The selected candidate will need to maintain good working relationship with the following members:

### *Internal*

- Project Director (SRO)

- Team Leader
- PROKAS Strategic Management Team
- PROKAS IBP teams
- PROKAS MEL team
- PROKAS Finance team
- British Council

*External*

- Vendors

**Qualifications and Skills Requirements:**

<b>Required Qualifications</b>	Bachelor's degree in business administration / management, accounting, finance, or relevant discipline from a reputed institution.
<b>Experience, skills and knowledge</b>	<p><u>Proven experience as per the following:</u></p> <ul style="list-style-type: none"> <li>- Minimum 3 years of experience working as Office Administrator, Admin Assistant / Officer in reputed organizations supporting large scale complex projects</li> <li>- Must have knowledge about general finance and procurement management and procedures</li> <li>- Experienced in handling petty cash for day to day office expenses</li> <li>- Experienced in checking invoices/vouchers and bills</li> <li>- Experienced in maintaining asset and office supply register</li> <li>- Experienced in managing front desk and guests</li> <li>- Experienced in implementing annual work plans</li> <li>- Experienced working with vendors and sub-contractors in delivering programme objectives and activities</li> <li>- Experienced in financial planning and budget support</li> <li>- Must have good communication skills in both Bangla and English</li> <li>- Must have good behavioural attitude and sense of cleanliness.</li> </ul>

**Application Process:**

Interested applicants are requested to send an updated CV along with a cover letter to [PROKAS.Jobs@britishcouncil.org](mailto:PROKAS.Jobs@britishcouncil.org) by 11:59 pm, 21 March 2021. Please mention "**PROKAS Admin Officer**" in the "subject" line of your email. Only short-listed applicants will be contacted.

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