**Concern Worldwide Bangladesh**

**Admin and Logistics Specialist**

**Administration department, dhaka**

**JOB DESCRIPTION**

Concern Worldwide is an Irish-based non-governmental, international, humanitarian organisation dedicated to the reduction of suffering and working towards the ultimate elimination of extreme poverty in the world’s poorest countries. Concern Worldwide, Bangladesh has been implementing development, emergency and Rohingya Response Projects with the funding from different donors. Concern has been implementing its project directly and also through partnership with national and international NGOs.

|  |  |
| --- | --- |
| **Job Title:** | **Admin and Logistics Specialist** |
| **Job Location:** | Head Office, Dhaka |
| **Reports to:** | Admin & Logistics Coordinator |
| **Line Reports:** | Transport and Support staff |
| **Contract details:** | Five (05) Years Fixed Term Contract |

**Job Purpose:** The Admin and Logistics specialist will have responsibility to ensure efficient support for managing the administrative duties, which includes over all fleet management, asset and inventory management, lease agreements, event management in efficient, standard and cost effective manner.

Also responsible to ensuring national and international staff and visitors are provided with all necessary support to enable them to work for Concern in Bangladesh including arranging visas, accommodation and travel arrangement following standard safety and security including dealing with Ministry SB & NSI, as per Concern Worldwide policy and procedures.

**Main duties & responsibilities:**

**Fleet Management: To achieve the highest quality transport services attainable with available resources while ensuring a cost effective operation for management and deployment of vehicles to meet day to day requirements. Including, but not limited to:**

* Preparing comprehensive vehicle fleet planning to meet demands of the organisation
* Prepare vehicle roster based on programme and organizational priority and implemented in a way that ensures transparency and maximizes the use of the vehicles in a cost effective manner.
* Lubricant/fuel, timely and efficient service and maintenance and provision of quality spare parts.
* Ongoing monitoring to ensure that the use of vehicles is recorded properly in log books and key information is being captured on an ongoing basis
* Prepare monthly transport report
* To prepare and implement a complete plan for repair and maintenance of all the vehicles in transport pool and to ensure compliance with all regulatory and legal obligations for each vehicle that minimize liability of the organization and maximize safety of the users
* Lead Transport unit staffs and plan for their development to achieve the unit goal and as well Support to program goal
* Ensure vehicles are roadworthy and compliance for timely support to program and international staffs/ visitors

**Travel, Accommodation, Visa process and other administrative support including, but not limit to:**

* Travel arrangement including flight booking as per approved travel order and organisation standard
* Arrange safe and decent/standard accommodation facilities for Concern staff, visitor in county and out of country as per requirement according to organizational procedure
* Pro-active and on time coordination with users/requester about travel arrangement
* Prepare invitation letter and arrange NGO bureau stamped document for visit and other visa for Concern visitor and Int. staff
* Apply/renew visa for International staff on time
* Dealing with SB, NSI and Immigration and other Govt. authority as required
* **Event Management Support:** Organize official event as per requirement and following organizational procedure
* Manage the security guards at the Concern offices and liaise with the guarding company to ensure there is proper service delivery
* Liaison with partners, field offices on admin issues
* Maintain Payment tracker and process as per organizational procedure
* Be aware of, understand and comply with all of Concern’s policies and procedures

Asset and Inventory, office maintenance and cleaning support:

* Maintain Asset list with ID in line with organizational procedure and ensure physical verification on time
* Ensure effective store/warehouse management in accordance with the Concern guidelines and or donor requirements
* Organize disposal process of old stock and assets
* Ensure Good receive and dispatch according to organizational procedure
* Ensure the security of stock through the implementation of effective controls in all warehouses/store
* Ensure store/warehouses meeting the minimum standards for structures, security, cleanliness and physical spaces optimisation
* Support to verify the stock figures according to receive and dispatch and prepare timely and accurate stock and DIK reports as required
* Ensure all the documentation in use is properly filled out and archived
* Investigate all stock discrepancies and provide a report of the procedure and findings

Undertake other related duties as may reasonably be assigned by the line manager

**As a member of the Administration team to proactively provide high quality and effective support and resourcing services to staff of the organisation. Including, but not limited to:**

* Participating actively in team planning and other meetings, working to set common objectives and goals and striving to ensure these are successfully achieved.
* Supporting colleagues to ensure proactive and timely support and resourcing is provided to the whole organisation.
* Enabling a friendly collaborative working culture within the team, actively sharing information and knowledge to enable the team to ensure effective support to the rest of the organisation.
* As a member of the Administration team to work collaboratively with other teams, departments, unitsand programmes to ensure Administration and Logistics best practice is understood, captured, promoted and disseminated.

**Contribute to the process of ensuring that the Core Humanitarian Standards are effectively implemented in the project:**

* Contribute to ensuring the CRM is implemented by the partner NGO(s).
* Learn from experience through monitoring and evaluation to continually improve the programme quality.

**Accountability: In line with Concern’s commitments under the Core Humanitarian Standard (CHS):**

* Actively promote meaningful community participation and consultation at all stages of the project cycle (planning, implementation, M&E);
* Work with relevant colleagues to ensure that the Complaints and Response Mechanism (CRM) is functional and accessible, that feedback and complaints are welcomed and addressed;
* Work with relevant colleagues to ensure that information about CRM, safeguarding and expected staff behaviour is disseminated among programme participants and communities

**Person specifications:**

* Excellent sense of responsibility and confidentiality
* Ability to work independently with minimal supervision
* Ability to define priorities
* Team spirit and capacity to integrate a multidisciplinary approach
* Strong team player, analytical skill on managing situation
* Ability to work in challenging environments
* Ability to speck and writing in English
* Strong interpersonal communication and negotiation skills

**Education and aptitude:**

* Bachelor degree (master is preferable) of related field
* At least two (03) years progressive professional work experience in admin/systems functions.
* Experience in administration and other humanitarian/INGOs will get preference
* Proficient knowledge of computer and other soft skills

**Key competencies:**

* Excellent sense of responsibility and confidentiality
* Ability to work independently with minimal supervision and define priorities
* Team spirit and capacity to integrate a multidisciplinary approach
* Strong team player
* Ability to work in challenging environments
* Strong ability to speck and writing in English **(essential requirement)**
* Strong communication negotiation and conflict resolution skills.
* Strong planning, problem solving and analytical skills.
* Excellent computer and internet skills
* Adhere on organizational policies, norms, ethics, vision, mission
* Commitment to humanitarian principles

***Safeguarding at Concern: Code of Conduct and its Associated Policies***

Concern has an organisational **Code of Conduct (CCoC) with three Associated Policies; the Programme Participant Protection Policy (P4), the Child Safeguarding Policy and the Anti-Trafficking in Persons Policy.** These have been developed to ensure the maximum protection of programme participants from exploitation, and to clarify the responsibilities of Concern staff, consultants, visitors to the programme and partner organisation, and the standards of behaviour expected of them. In this context, staff have a responsibility to the organisation to strive for, and maintain, the **highest standards in the day-to-day conduct in their workplace in accordance with Concern’s core values and mission**. Any candidate offered a job with Concern Worldwide will be expected to **sign the Concern Staff Code of Conduct and Associated Policies as an appendix to their contract of employment**. By signing the Concern Code of Conduct, candidates acknowledge that they have understood the content of both the Concern Code of Conduct and the Associated Policies and agree to conduct themselves in accordance with the provisions of these policies. Additionally, Concern is committed to the **safeguarding** and protection of vulnerable adults and children in our work. We will do everything possible to ensure that only those who are suitable to work or volunteer with vulnerable adults and children are recruited by us for such roles. Subsequently, working or volunteering with Concern is subject to a range of vetting checks, including **criminal background checking.**

|  |  |
| --- | --- |
| *Line Manager’s name* | *Signature* |
| *Date* |
| *Employee’s name* | *Signature* |
| *Date* |