

HELNETAS Swiss Intercooperation Bangladesh  
Terms of Reference

Job Title : Administration Officer  
 Supervisor Title : Regional Finance and Services Manager  
 Date of joining : As early as possible  
 Salary Grade : 4  
 Work Station : Cox's Bazar

**1. Responsibilities**

Responsibilities:	Tasks
1. Administration	<ul style="list-style-type: none"> <li>• Extend support in the procurement of services and goods to projects of Helvetas and hosted parties</li> <li>• Liaise and follow-up on daily basis with local authorities, RRRC, DC, UNO, Camp In-charge, etc. for approval/endorsement of projects and access permission for the expat/foreign nationals working to project sites.</li> <li>• Supervise the scanning, archiving, handling and security of personnel and financial files of Helvetas CXB office files.</li> <li>• Maintain monthly attendance sheet of Helvetas staff at Cox Bazar</li> <li>• Maintain vehicle logbook and prepare monthly summary of total KM driven/fuel used</li> <li>• Fleet management</li> <li>• Oversee the maintenance of the office infrastructure and services for Helvetas CXB office.</li> <li>• Maintain petty cash at Cox Bazar office</li> <li>• Carry out and file weekly cash counts in the presence of one finance person</li> <li>• Responsible for advertisement for new staff members Responsible for procurement for projects in line with the HELNETAS-Administrative Procedure.</li> <li>• Ensure logistics support to meetings, training and workshops.</li> <li>• Ensure office supplies/stationery to meet up the requirements of project staff.</li> <li>• Maintain the stock register, inventory &amp; assets register for projects.</li> <li>• Ensure compliance of HELNETAS administrative procedures in the operation and management.</li> <li>• Establish asset and store management system at the project and at partner organizations level.</li> </ul>
2. Human Resources	<ul style="list-style-type: none"> <li>• Ensure compliance of HELNETAS-Personnel regulations in the project staff management.</li> <li>• Maintain staff personnel files as per the requirement of the projects.</li> </ul>

	<ul style="list-style-type: none"><li>• Provide support in the staff recruitment and appointment for the project.</li><li>• Maintain proper documentation for staff leave records.</li><li>• Manage staff benefits as per employment contract.</li><li>• Supervision of a driver</li></ul>
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## 2. Qualifications and experience

- Master's degree preferably in Management/Postgraduate qualification in the related field of study.
- At least 2-4 years working experience in administrative related functions.
- S/he is expected to have advanced knowledge and hands-on experience in administrative components and its interlinkages.
- Thorough knowledge on administrative practices in any development organization.
- Applicant should have proficiency in English (spoken and written).
- Ability to work under pressure and manage multi tasks simultaneously.
- Also applicant should have proficiency in MS Office, typing in Bangla (in Bijoy)
- Good organization and coordination skills, effective time and task prioritization/ management.
- Good time management and strict management of deadlines and focused; attention to detail.

Dhaka, 19.05.2019