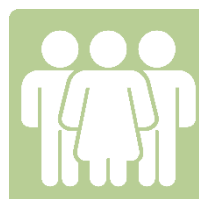


Job Description Coordinator – Admin and Procurement

WaterAid Bangladesh (WAB)



All staff members in WA are committed and accountable to its vision, mission and values in place; and will abide by the same in their actions.



Our mission is to transform the lives of the poorest and most marginalised people by improving access to safe water, sanitation and hygiene.



Our vision is a world where everyone, everywhere has safe water, sanitation and hygiene.

Our values define our culture and unite us across the many countries in which we work. They are at the very heart of WaterAid – who we are, what we do and how we do it:

Respect



**WaterAid
values**



Collaboration



Innovation

Integrity

Courage



Accountability

Role Profile



Job Title:	Coordinator – Administration and Procurement
Department:	Finance & Administration
Team/ Unit:	Administration
Reports to (title):	Head of Finance & Administration
Direct Reports (number and titles):	03 (Admin. and Logistics Officer, Sr Office Attendant, Messenger)
Contract Tenure:	Fixed term, initially 03 years
Work Location:	WaterAid Bangladesh Country Office, Dhaka, Bangladesh

Clean water, decent toilets and hygiene are three essentials that help people lead dignified and healthy lives. They should be normal for everyone, but for millions of people they are not. We are determined to make clean water, decent toilets and good hygiene a normal part of everyday life for everyone, everywhere within a generation.

Job purpose of role:

Purpose of this role is to support the organization providing administrative, logistics, procurement and relevant services, security management maintaining compliance to ensure organizational functionality. The role is also responsible for maintaining relationship with Government, NGO/INGOs and international agencies and ensuring WaterAid's operation is in compliance with the regulations of the Government of Bangladesh, in particular related to different ministries, the NGO Affairs Bureau, VISA offices, immigration etc.

Key responsibilities (not necessarily limited to):

A. Administration, Office Management

- Ensure delivering Admin. related supports in time prioritising the requirements
- Ensure office physical environment is enabling, utilities are functioning properly, office arrangements including vehicles and equipment etc. are adequate as per need and operational
- Ensure service contracts with third party/outsourcing companies like securities agency, retainers, mechanics, equipment vendors etc. are regularly renewed with proper monitoring and follow up based on satisfactory services

B. Security

- Act as 'Security Focal' for the organisation and guide colleagues on security related issues
- Remain vigilant and act on peoples' safety and security ensuring appropriate measures are in place.
- Ensure office premises are secured, safety gears are functional, emergency exits are properly marked, office and surrounding areas are clean and disinfected on regular intervals and associated safety and security measures are in place.

C. Purchase and Procurement:

- Ensure updated policies/ guidelines are in place
- Develop annual procurement plan in coordination with relevant teams/ colleagues; and follow up proper execution of the plan

- Ensure the required office materials, equipment etc. are purchased in time as per plan, following WaterAid and donor procurement guideline, ensuring quality and value for money.
- Ensure having updated potential and competent vendors' list in place
- Proactively support/ act as a vital procurement committee member while procuring, to ensure quality as well as value for money
- Provided support to Finance team in consolidating administrative requirement during budget preparation

D. Logistic

- Take lead to provide required support to colleagues/ visitors/ travellers for their local/ national/ international business-related travels that includes (not necessarily limited to) ticketing, visa processing, insurance, accommodation etc.
- Take necessary clearance/ approval from various Govt. authorities related to travel and visit of the visitors
- Arrange standard and proper accommodation, provide proactive service to ensure their safety, security and wellbeing during their travel
- Support/organise national/international events, workshops, meetings, trainings etc ensuring quality service with necessary collaboration amongst different stakeholders

E. Inventory and Asset management

- Ensure effective inventory management
- Ensure timely and proper maintenance of fixed assets and equipment
- Ensure fixed assets are recorded as per WaterAid policy and maintenance of assets is done as per service contract
- Ensure annual Physical verification (assets and supplies) including verification reports
- Take lead for timely disposal of unused equipment/assets/item as per policy
- Ensure necessary insurance policy for organizational assets and submit claim to insurance company, in case of loss/damage of the assets

F. NGOAB related job

- Ensure compliance of all formalities for foreign funded projects, visitors/consultants
- Prepare FD-6, FD-7, FD-2, FD-3, FD-4, FD-1, FD-8 and FD-9 and other project formalities in coordination with project and finance and ensure timely submission with the NGO Affairs Bureau, and regularly follow up with them to obtain the GOB approval for the project and/or extension projects
- Ensure compliance with other government requirements, such as sharing information at District/Upazilla/Union level, yearly fund release and reporting requirements of WaterAid's projects, for a smooth and continuous operation
- Ensure submission of annual audit and project narrative Report and for all on-going projects to the NGO Affairs Bureau.
- Ensure DC/UNO certificate through establishing strong relationship and linkages with all implementing partners of WaterAid
- Work with the Finance team and review budgets and donor agreements to ensure correct information is in compliance of FD forms for new projects
- Respond to and process all questions/queries raised by the NGO Affairs Bureau or relevant Ministry in relation to project implementation
- Ensure timely response to unsolicited requests for assistance or queries from NGOs, GOB, etc. Keep abreast with all communications to/from the NGO Affairs Bureau
- Maintain networking and relationship with Officials, in particular of NGO Affairs Bureau so that can get things done smoothly
- Any other relevant tasks

G. People management

- Ensure the team members performance are on track to deliver support service effectively
- Review, monitor and follow up staff performance/ deliverables and provide feedback/ guidance/ support/ training, as needed for necessary improvement.

Responsibilities are subject to revise time to time by management, as relevant.

Person specification:

Education and Experience:

- Masters or equivalent degree in any discipline from reputed university/institute
- At least 06 years relevant working experience with reputed organisation/NGO or INGO
- Demonstrated experience for leading/managing procurement in any donor funded NGO/ INGO.
- Experience of dealing with NOGAB approval process
- Demonstrated expertise of managing, and motivating team members and building high performing teams

Skills:

- Good articulation, drafting, presentation and oral communication skills (Bangla and English)
- Knowledge on procurement planning and budgeting, follow up progress, decision making, report writing - especially on procurement and admin. function

Personal Competencies:

- Possess good managing qualities; supportive attitudes and should be able to draw confidence and support from others.
- Must be a person who is self-motivated with good interpersonal skills and capacity to understand and walk with people from all walks of life.
- Possess personal integrity, flexible attitude, sense of transparency, proactive stance and respect for gender, safeguarding, diversity and organizational cultural.
- Competent to make effective decisions, uphold organizational values and promote integrity
- Able to plan, prioritise and organise self and others
- Ability to work under pressure and meet deadlines

Working relationships:

Internal: Establish and maintain strong interpersonal relationships with cross functional Teams

External: Govt. NGOAB, WaterAid UK team and external partners, stakeholders etc

WORKING CONDITIONS:

This is a country office-based position (based in Dhaka) with access to official vehicle (during field visit and official travel) computer, internet, relevant software and telecommunication including mobile phone network. Willingness to travel in remote areas in Bangladesh is required.

WaterAid is fully committed to protecting those with whom it comes into contact. WaterAid is committed to ensuring that wherever we work in the world there is no tolerance for the abuse of power, privilege or trust. WaterAid reinforces a culture of zero tolerance towards any form of inappropriate behavior, abuse, harassment, or exploitation of any kind. The safeguarding of our beneficiaries, staff, volunteers and anyone working on our behalf, is our top priority, and we take our responsibilities extremely seriously. All staff and volunteers are required to share in this commitment through our Global Code of Conduct. We will conduct the most appropriate pre-employment references and checks to ensure high standards are maintained.

WaterAid is an equal opportunity, disability-confident employer and committed to achieving the highest standards of diversity, inclusion, fairness and equality.

For more information about safeguarding at WaterAid, please visit our safeguarding webpage at:

<https://www.wateraid.org/uk/safeguarding-at-wateraid>

