



JOB DESCRIPTION

PROCUREMENT & LOGISTICS OFFICER

1 Department / Project(s)

Finance & Administration Department

2 Workplace

Kathmandu with some field visit (10%)

3 Reports to / Level

Finance & Admin Director

4 Supervises

IT Administrator, Drivers

5 Job Summary

- Ensure quality goods and services are available on a timely manner.
- Make sure all procurement process follows ADRA Nepal and donor policies and procedures.
- Ensure proper management of office spaces, vehicles, and assets of ADRA Nepal
- Focal person for security of the country office

6 Required Competencies

6.1 Knowledge

- Bachelor's in business administration or equivalent
- 3 years of work experience in procurement, logistics management and general administration in similar organisations.

6.2 Skills

- Good computer and typing skills.
- Strong communication, coordination, and facilitating skills.
- Good Computer knowledge; especially excel and word.
- Sound knowledge of government's tax and VAT systems

6.3 Behavioural Competencies

- **Working with People (2.1)** - Demonstrates an interest in and understanding of others; adapts to the team and builds team spirit.



- **Delivering Results and Meeting Customer Expectations (6.2)** - Focuses on customer needs and satisfaction; sets high standards for quality and quantity.
- **Following Instructions and Procedures (6.3)** - Follows procedures and policies; keeps to schedules; arrives punctually for work and meetings.
- **Coping with Pressure and Setbacks (7.2)** - Works productively in a pressurised environment; balances the demands of a work life and a personal life.

7 Responsibilities and Expected Outcomes

7.1 Procurement

- Regular coordination with project and admin team for procurement activities.
- Support project teams in completing the required documents for procurement.
- Collection of quotations for goods and services (guided by ADRA Nepal Procurement Policy) on receipt of the approved Purchase requisition forms.
- Maintain procurement files and ensure complete documentation of the processes.
- Preparation of comparative charts and submission to approval authority in consultation with the program team.
- Prepare and update preferred vendors list and finalize for regular procurement on a timely basis.
- Support partner organisations in completing the procurement procedures and documents as per the requirement of the funding agency.
- Orient/communicate procurement policy and procedures including changes to all employees.

Outcome: All project goods/supplies/equipment are purchased following appropriate policy, within budget and in a timely manner.

7.2 Asset Management

- Making sure that the fixed assets and equipment register is maintained and updated on a regular basis.
- Conduct physical verification of assets including maintaining records of furniture and fixtures on certain time interval and make sure all the ADRA Nepal assets has systematic labelling.
- Review assets reconciliation and suggest for timely write off of the items not in use.
- Prepare the list of items for auction and initiate the process as per the policy.
- Ensure security of Furniture, Fixture and Equipment and vehicles through insurance coverage
- Propose any revisions to the asset management policy

Outcome: All the ADRA project assets are properly recorded, upgraded, and safeguarded.

7.3 Vehicle Management

Responsible for Vehicle Management



- Revision of mileage expenses charging rate on the basis of market inflation and implementation on timely manner
- Review logbooks, usage, and mileage calculation on various projects.
- Make sure regular servicing/maintenance of vehicle is undertaken and vehicle safety is maintained.
- Vehicle rentals for office uses.
- Ensure vehicle annual taxes, blue book renewal and cover the third-party insurance.

7.4 IT Management

- Ensure all staff has access to proper functioning equipment required for the job.
- Ensure software licenses are renewed on a timely basis.
- Ensure the documents are stored by all staff in the cloud/ server identified by the organisation.
- Ensure new staff are added to the group emails and have access to cloud/ server as appropriate

7.5 Office Management

- Oversee logistics of office space, utility payments, meeting room, repair/maintenance plan
- Negotiate lease agreements for Office and residential purpose
- Ensuring the appropriate security/guard and cleaning services is on place.

7.6 Security Management

- Act as a Security Focal person for the country office
 - Closely monitor the security situation and provide update to all staff as needed.
 - Convene security meeting as necessary.
 - Prepare and update the security communication tree and share with all the staff
 - Proactively connect with the security officers of UN and other agencies including police as needed

7.7 Coordination/ Communication

- Maintain sound coordination and communication with all employees.
- Maintain frequent communication and coordination with the field offices, service providers and other stakeholders

Outcome: Good coordination and communication established with the project teams to enhance productivity and efficiency.



7.8 Work Health, Security and Safety (WHSS)

- Carrying out their duties in a manner which does not adversely affect their own health, security, and safety or that of others.
- Cooperating with measures introduced in the interests of work health, security, and safety.
- Undertaking relevant training provided in relation to WHSS.
- Immediately reporting all matters which may affect workplace health, security, and safety to their supervisor.
- Correctly using any information, training, personal protective equipment, and safety devices provided.
- Refraining from intentionally misusing or recklessly interfering with anything that has been provided for health, security, and safety reasons.
- Undertaking only those tasks for which they have authorization and/or the necessary training, and for which all necessary safety arrangements are in place; and
- Cooperating with arrangements made to assist the return-to-work of ill or injured employees.

Outcome: Compliance with ADRA Work Health, Security and Safety (WHSS) Policy guidelines.

7.9 Others

- Any other duties assigned by the Supervisor.