

Heifer International
Job Description
Associate Administrative Officer
12 March, 2018

Alternate Title: Associate Administrative officer
Internal Job Title: Associate Administrative officer
Position Number:
New or Refill: New
Core position: Yes No
Salary Grade: TBD
Division/Dept: Programs/ Asia
Dept #/Subproject WO: TBD
Reports to: Administrative Manager
Supervisor POSNO : 222178
Supervisor RESNO/Name: 123158
Supervision: Employees Yes No I Volunteers Yes No
Location: Nepal Country Office, Lalitpur, Nepal
Job Level: TBD
Relocation Funds: Non Negotiable
Travel Required: Minimum 20% Annually

Heifer International is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, gender, gender identify, sexual orientation, age, status as a protected veteran, among other things, or status as a qualified individual with disability.

FUNCTION

To serve as the Associate Administrative Officer of the HPI Nepal Program in accordance with HPI objectives, policies and procedures.

ESSENTIAL CHARACTER TRAITS:

Highly motivated, superb listener and communicator, relationship builder, energetic and positive, team builder, impact-driven and innovative, organized, having strong business acumen, proactive, respect for procedures and norms, curious, socially sensitive, values-oriented.

RESPONSIBILITIES (Including approximate percentage effort)	DELIVERABLES
<p>1. Accountable for supporting the implementation of the country program's day to day operations (40%)</p> <p>2. Accountable for the office management of the country office (60%)</p>	<ul style="list-style-type: none"> i. Provide logistic support for smooth daily functioning of the office ii. Maintain Travel Authorization record and staff mobility record iii. Handle travel, bookings, reservations, and other necessary arrangements. iv. Welcomes visitors by greeting them, in person or on the telephone; answering or referring inquiries. v. Contributes to team effort by accomplishing related results as needed. vi. Preparing meeting and training rooms. vii. Assisting with a variety of administrative tasks including copying, faxing, taking notes. viii. Sorting and distributing mail. ix. Directs visitors by maintaining employee and department directories x. Maintain proper inventory of office supplies and assets and keep up to date records in the inventory software xi. Ensure proper use and maintenance of office assets and equipment xii. Proper management of office store xiii. Assist for handling property and staff insurance related matters xiv. Prepare Leave track of all employee xv. Assist the Administrative Manager to prepare and regularly update the HPI/N Administrative & Personnel manual. xvi. Provide other secretarial services as instructed by the Administrative Department xvii. Seek continued growth in the knowledge of Heifer International programs and issues of hunger and poverty

	<ul style="list-style-type: none"> xviii. Collaborate and communicate successfully with other entities outside of the organization xix. Compile reports about particular incidents, events, or updates about important issue for the organization xx. Promptly respond to incidents and other events as necessary
Perform other job related duties as requested.	

Minimum Requirements:

- A Bachelor’s Degree or equivalent from a recognized university in Business Administration or Business Studies and Minimum two (2) years of experience with an international organization in a similar context is required
- Other job-related education and experience may be substituted for all or part of these basic requirements

Most Critical Proficiencies:

- a) Computer proficient in word processing, spreadsheets, electronic mail and internet (Microsoft preferred)
- b) Good typing skills in Nepali and English
- c) Good leadership qualities and communication skills
- d) Ability to work under pressure to meet the deadlines
- e) Excellent organizational skills including strong attention to detail
- f) Willingness and ability to travel extensively, both locally and internationally
- g) Ability to foster and maintain a spirit of unity, teamwork and cooperation

Essential Job Functions and Physical Demands:

1. Motivated to work responsibly with little supervision
2. Ability to meet and deal with others in a courteous and tactful manner
3. Demonstrate a high degree of honesty and integrity
4. Excellent interpersonal skills with the ability to work cooperatively, tactfully and diplomatically with a culturally diverse group of people
5. Ability and willingness to work with a flexible schedule
6. Ability to lift and carry up to 20 pounds (9 kilograms) floor-to-waist
7. Willingness and ability to travel extensively, both locally and internationally
8. Ability to foster and maintain a spirit of unity, teamwork and cooperation
9. Sensitivity in working with multiple cultures and beliefs, and to gender equity

HPI HEADQUARTERS’ USE ONLY

	Dr. Mahendra N. Lohani	
Signature of Senior Vice President of Programs	Printed Name	Date