

MANUSHER JONNO FOUNDATION

Job Description

Job Title: Asst. Manager- Admin, Grade 6

Job Summary:

As a member of SAMPREETI team, the Asst. Manager- Admin is responsible to support the implementation of the project, manage the documentation of all administrative papers and others and supervise the grantees under the supervision of the Program Manager. The Asst. Manager-Admin will assist the grantees in proper implementation of the activities as per plan. S/he will have the responsibility of procurement of goods & services, transport management, managing day-to-day administrative services. S/he will be responsible for ensuring the compliance of Govt. rules and regulations applicable for the project as well as to coordinate the functions between the programme and Admin team and PNGOs. S/he must be able to establish and maintain contacts with key actors as well as make use of available sources for gathering and distributing key information.

Responsibilities and Tasks:

SL	Responsibilities	Tasks
1	Procurement of products	<ul style="list-style-type: none"> • Initiate procurement of materials following the MJF Procurement policies • On receiving request of purchase, ensure PR, get it approved by the Director–F&A, invite quotations, collect bids, analyze the bids, select vendor through procurement committee and issue Work Order • Ensure receiving the quality goods supplied • Recommend/process vendors bills with relevant documents • Explore the vendors, review the documents, visit physically and finalize the vendor enlistments; • Update the vendors list with contact numbers, location, line of product and services etc. • Initiate vendor enlistment process as and when require
2	Procurement of services	<ul style="list-style-type: none"> • List out the services required by MJF • List out the category wise accommodation, venue, location, service provision, rate/cost, special discounts, Contact numbers etc. (Hotels, resorts, rest houses/guest house, halls, auditorium etc.) • List out communicating and reservation contact numbers and location of different mode of transportation companies of Air, Road and Water ways • Arrange venue outside for meeting/conference/training
3	Risk Mitigation	<ul style="list-style-type: none"> • Number of employee needs to bring under health insurance

		coverage.
4	Contracts services and legal bindings	<ul style="list-style-type: none"> • Prepare contracts with other parties to ensure legal bindings in respects of service or product supplier and consultancies; • Prepare, finalize and print MoU with PNGOs, activity based Partners and other obligations; • Prepare and finalize contracts with service providers like security, cleaning company, ISP, venue provider for workshop, seminar, conferences, event managers, hotels, motel, guest houses etc
5	Travel and accommodation Arrangement	<ul style="list-style-type: none"> • Arrange Tickets for domestic and international travel by staff and Executive Director as per request/approval with competitive price • Arrange visa and insurance for international travel by staff • Review and process air ticket bills for payment • Ensure accommodation for field Travel inside and overseas • Arrange vehicle at field for the travellers; (Ensure updated list of vehicle suppliers in/outside Dhaka with contracts) • Arrange pick up and drop passengers from and to terminals;
6	Vehicle related documentation and management	<ul style="list-style-type: none"> • Strong confidential attitude for handling personal filing and other documents. • Update the Road Tax, Fitness certificates, Route permits, Insurances and other permissions and authorization for MJF vehicles; • Preserve and update the list of vehicles with update documents; • Comparatives and work orders for MJF vehicles repair and services
7	Supervision and Monitoring	<ul style="list-style-type: none"> • Supervise and monitor the entire work of Service Assistants
8	Others	<ul style="list-style-type: none"> • Any other work instructed by the Program Manager SAMPREETI

Authority:

Report to Program Manager SAMPREETI with technical supervision from Coordinator – Admin & HR

Contacts and Key Relationships:

Program Manager of MJF, vendors, Partners, Govt. offices etc. GCERF secretariat

Working Conditions:

Based in Dhaka

Required Qualifications:

- Masters in any discipline/ Flexible to highly experienced persons in this field. MBA in HR will be given preference.
- 7 years experience in relevant field.
- Good communication skills in both Bangla and English.
- Computer skills (Word processing, Spreadsheet).
- Knowledge on administrative policy.
- Ability to work in a team environment.
- Good interpersonal skills.

Duration: Up to July 2019 with a probability of extension.

Salary and Benefit: An attractive salary will be given as per MJF policy

Female candidates are highly encouraged to apply.