



THE  
LUTHERAN  
WORLD  
FEDERATION

Member of the [actalliance](#)

## Vacancy Announcement

The Lutheran World Federation (LWF) Nepal is an international, non-governmental humanitarian and development organization that has been working in Nepal since 1984 focusing on Sustainable Livelihood, Quality Services and Protection and Social Cohesion. The LWF Nepal requires that everybody associated with it abide by its Child Protection Policy and the Code of Conduct.

The Lutheran World Federation Nepal invites applications from all potential Nepali candidates for the following position.

**Administrative, Logistic, Procurement and Security Officer, Grade 7 based at Kathmandu – 1 Position**

Please refer to <https://nepal.lutheranworld.org/content/announcements-nepal> for the Job Description

**Result oriented Nepalese individual candidates are requested to submit the CV along with the interest letter to Human Resource Department at [recruitment.nepal@lutheranworld.org](mailto:recruitment.nepal@lutheranworld.org) by 21 February 2022**

*Qualified female candidates and candidates from Dalit, disadvantaged and socially excluded group, Persons with disabilities (PwDs) are strongly encouraged to apply. Only shortlisted candidates will be notified for selection process. Canvassing shall lead to automatic disqualification. Telephone enquiries will not be entertained.*

# Job Description

<b>Organizational unit</b>	LWF Nepal/Country Office
<b>Position Title</b>	Administrative, Logistic, Procurement and Security Officer
<b>Duty Station</b>	Country Office LWF Kathmandu
<b>Report to</b>	Finance and Admin Manager
<b>Grade/step</b>	7/0
<b>Current Employee</b>	TBS

## Overall

The Administrative, Logistic, Procurement and Security Officer shall be responsible to carry out Administrative activities of the LWF Nepal's Country Office. H/She shall be directly responsible to the Finance and Admin Manager (FAM) or her/his designate. He/she shall adhere to the principles of LWF Nepal and shall follow them in thoughts, words and deeds.

## SPECIFIC

### Administrative role

- Ensure that the LWF vehicle management is effective and efficient.
- Prepare monthly fuel consumption report and submit to Finance.
- Arrange International and domestic travel arrangements for all LWF staff members and official guests. Keep record of all air tickets purchase systematically which can be easily traceable.
- Ensure that the medical, assets and vehicle Insurance is done on a timely basis.
- Ensure that the All Insurance claims are settled on time. Keep record of all insurance claims systematically which can be easily traceable.
- Consider in all ways make efforts in order that the most overall economic solution is found in connection with vehicle movement, ticketing, office maintenance.
- Ensure that the Kathmandu office go down are secured and well managed.
- Carry out the Physical verification of assets twice a year.
- Make practical arrangements for receiving and accommodating official guests and arrange any required itinerates and travel arrangements.
- Supervise LWF Kathmandu Office drivers, support staff and Office assistance in a professional manner.
- To draft a letter on administration related matter and to code the file number after circulation of letters and instruct for proper filing.
- Check and arrange necessary arrangement for repair and maintenance of Office equipment, offices premises.
- To be active and pro-active in resource mobilization especially funds raising for and proper resource utilization in LWF-Nepal.
- Support to Provincial Offices in relation to the administrative and logistic support.
- Service contract of office building, generator and others service contracts.
- Supervise LWF Kathmandu Office drivers, support staff and Office assistance in a professional manner.

### Procurement and logistic role

- Responsible for carrying out procurement & logistics activities by following the standard Procurement policy and regulations in a highly professional and credible manner
- Ensure that the cost effective and value for money is taken in to account during the whole procurement process.
- Responsible to prepare procurement plan, procurement calendar, timely update procurement plan and vendor list, ensure timely procurement, conduct price review exercise, and ensure policy consistency.
- Responsible to ensure store verification and prepare monthly progress reports.

- Responsible in bid/quotations opening and ensure transparency and confidentiality of all information pertaining to bidding.
- Ensure that proper contract is signed between LWF Nepal and selected supplier for the items agreed through the process
- Ensure that all Government Policies compliance of Government of Nepal e.g. Tax, VAT Act.
- Ensure that all procured items are well received as per the specification and agreement and kept in right order.
- Ensure that after receiving the items, supplier is given a “good received note” which will be the basis for payment.
- Ensure that bin cards and store records are well maintained for all items in warehouse.
- Ensure that all items are issued in a very timely manner and necessary documents are prepared in the process of issuance.
- Identify proper means of economical transport to different distribution locations
- Organize transportation to all distribution points as per the distribution plan in coordination with the Program responsible persons.
- Ensure all transportation are as planned in the project document in close coordination with other relevant agencies and affected population.
- Support in procurement process for all Provincial Offices when require in a timely manner.

#### **Safety and security role**

- Act as country office security focal point
- Ensure timely renewal of security services at country office and RC.
- Develop duty roster of security at country office and RC and ensure their functionality at all time.
- Ensure proper installation and functionality of fire extinguisher; CCTV, external and internal lights; and locks and latches at office room and office premises.
- Insure staff and organizational property timely and facilitate for insurance claim.
- Arrange for travel insurance for staff on travel when require.
- Safety and security of office property including in supplies in stock.
- Monitor mobility of external personal in office premises.
- Any other assignment as required by LWF Nepal Management.

#### **Required Qualification, Skills and Competencies:**

- Bachelor degree in Management with administrative background or any other equivalent relevant academic discipline.
- Minimum 3 years of professional experience-working on admin and procurement and security role in I/NGO
- Proficient in computer applications including email, MS Word, Excel.
- Ability to work under minimal supervision, with multiple deadlines and irregular working hours
- Ability to work under minimal supervision, with multiple deadlines and irregular working hours
- Willingness to take multiple roles
- Proficiency in written and spoken English

**Note: The job description is subject to revision as per the requirement of LWF Nepal**