

JOB DESCRIPTION

TITLE: Admin & Security Assistant

DATE: February 14, 2024

DEPARTMENT: Admin/Finance Team SUPERVISOR: Admin & Finance Manager

To perform this job successfully, an individual must be able to conduct each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

SUMMARY: To contribute to the smooth functioning of the administration and security operations for the NDI.

ESSENTIAL DUTIES AND RESPONSIBILITIES

ADMINISTRATION

- Handle the reception, answer phone and transfer calls to the appropriate staff;
- Coordinate and track vehicle movement for office daily usage and program;
- Circulate and keep record of renewal and subscription of newspapers and magazines, due date for utility bills, internet, telephone and cell phone bills, etc.;
- Support NDI's administrative and logistics matters and provide secretarial support where needed;
- Keep up-to-date records of books and NDI publications;
- Maintaining a detailed inventory record of all resources, including tracking any new additions, write-off/disposals, movement across offices, tagging and periodical physical verification;
- Monitoring and keeping record of supplies and consumables (toners/stationery) ensuring these are expended judiciously and avoiding any stock-outs;
- Assist finance team on procurements of goods and services;
- Maintenance of all payment documents and receipts according to the NDI policies and guidelines against the project budget and timely submission to the Finance Department;

SECURITY

- Updates the security plan on a regular basis in consultation with supervisor;
- Provides security updates during the weekly staff meeting as well as circulate daily situation update to the staff;
- Ensures installation and maintenance of security equipment within the office premises and residences like fire extinguishers, fire blanket, earthquake detectors, trauma kits, MS Strap, etc.;
- Plans and coordinates fire drills, earthquake drills, and first aid training periodically;
- Inquiry on security situations and provide clearance for staff travelling fields;
- Tracks staff movements when travelling outside Kathmandu to ensure that they carry satellite phones, GPS tracking systems, medical and trauma kits, and ensures they use viable and secure hotels;
- Keeps the supervisor updated on security situations and perform other duties and projects

assigned by the supervisor.

- Perform other duties and projects assigned by the supervisor.

EDUCATION AND/OR EXPERIENCE

- Bachelor's Degree in finance, accounting, business administration and/or a related field;
- Minimum of two (2) years in financial management, accounting, and administration, preferably for an international NGO working with USAID funding;
- Previous experience with international grants administration or NDI experience preferred.

REQUIRED SKILLS AND ABILITIES

- Ability to manage multiple tasks simultaneously; ability to follow through on multiple tasks in a fast-paced work environment; deadline and detailed oriented; requires little oversight to complete tasks.
- Ability to be creative and to proactively identify procedures and policies to improve the overall efficiency and organization of administrative systems.
- Capacity to work both independently with minimal supervision and as a member of a team.
- Strong time management skills.
- Strong interpersonal skills that foster productive business relationships and effective interaction with staff and vendors.
- Strong oral and written communications skills. Excellent grammar, punctuation and editing skills.
- Ability to ask questions and seek guidance when necessary.
- Proficiency with Microsoft Windows, Excel spreadsheet applications, accounting-related software, and internet-based content research.
- Experience with Google Apps (Gmail, Calendar, Google Drive, G+, etc.) strongly desired.
- Experience with basic accounting and budget tracking.
- Experience with event planning and management.
- Ability to analyze and interpret governmental and organizational rules and regulations; and
- English language fluency required

COMMENTS:

The application deadline is February 20, 2024. To apply, please e-mail a CV and cover letter to sshah@ndi.org .Short-listed candidates will be contacted. No phone calls, please!

Applicants need to possess work authorization to work in Nepal.

NDI is an Equal Opportunity Employer and does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, marital status, or any other characteristic protected by law.