



Vacancy Announcement

CBM Global works alongside people with disabilities in the world's poorest places to fight poverty and exclusion and transform lives. Drawing on over 100 years' experience, we work with the most marginalised in society to break the cycle of poverty and disability and build inclusive communities where everyone can enjoy their human rights and fulfil their full potential. CBM initiated its work in Nepal since 1982 and supports a diverse mix of national partners engaged in Inclusive Eye and Ear Care, Rehabilitation, Education, and Social Inclusion of persons with disabilities.

CBM Global Nepal country office seeks application from qualified and competent candidates for the position of **Administrative Officer**.

Objective:

This is an exciting and challenging opportunity in CBM Nepal country office. The individual taking on this role will facilitate overall procurement and administrative management activities under the supervision of Administration Coordinator for smooth functioning of CBM Nepal Country Office in compliance with statutory requirements and CBM Global practices.

Education and experience:

- Masters/PG degree in management or any closely related field;
- Minimum 3 years of working experience in the International NGO in operations department.

Behavioral and Technical Skills

- Good Communication Skills in English and Nepali (oral & verbal);
- Excellent organizational and time management skills;
- Proficiency computer skills like Microsoft Word & Excel;
- Proficiency in Nepali typing;
- Ability to work with teams and collaborate with staff at all levels;
- Ability to multitask and prioritize;
- Excellent organizational and time management skills;
- Basic understanding and experience in Information Technology department for coordination is essential
- Candidate having trainings in procurement and asset management system and practices will be an asset

Job description as below:

Administration:

- Ensure proper use and maintenance of office equipment and facilities, including vehicles;
- Ensure logbooks and vehicle records are properly maintained;
- Support to control and maintain updated CBMs asset register and inventory,
- Support to develop appropriate physical inventory count procedures,
- Ensure logistic (hotel bookings, hiring of vehicles etc.) for different official travels, events, high level missions and other visits along with adequate documentation;
- Coordinate and prepare MoU's for internal and external stakeholders, ensure numbering, filing and archiving (hard copies and soft copies);
- Assist to maintain all Annual Maintenance Contract (AMC) files; check and verify their claims as per the agreed procedure;
- Support and coordinate all IT related request in close coordination with international office and local IT consultants.

Procurement

- Initiate the process of procurement of any equipment or services in line with the CBM guidelines and policy;
- Establish agreements with reliable suppliers and service providers who can give best value to CBM Office in line with CBM's procurement policy;
- Pre-qualification of suppliers as provided in the procurement policy;
- Creates purchase orders, ensuring relevant procurement procedures have been applied and all supporting documentation is attached and processed for payment with a complete payment request form;
- Ensuring that invoices received reconcile to purchase orders and created goods receipts notes;
- Support and monitor the supply chain management of the office in regards of day to day procurement, store and assets management ensuring the supply chain compliance;
- Assist and administer IT related consultancy contract and services.
- Support to develop procurement plan and maintain procurement tracker;
- Coordinate and prepare consultancy contracts, ensure numbering, filing and archiving (hard copies and soft copies).

Health Safety and security

- Support HR and Administration Coordinator to meet the compliance of health, safety, and security policy of the organization.



- Ensure all details related to travel safety and security for staff.
- Coordinate with partner organization to collect and compile details related to emergency, safety and security.
- Ensure emergency kits, travel go bags and first kits are up to date and conduct periodic review;
- Provide security briefing to national before travel and international staff upon arrival.

Humanitarian Action:

- In case of Emergency in the country and requirement of the organization you should be flexible to deploy in the emergency response management initiatives as per the requirement of the organization.

For further details of the position, please refer to the [Recruitment Pack Administrative Officer](#) .

Suitable candidates meeting the above criteria are invited to send a CV and covering letter to info.nepal@cbm-global.org by **5 pm, 27th December 2021**, clearly mentioning the subject line **"AO-2021-01- Application for AO"**.

Only shortlisted candidates will be contacted. The written test & interview will be taken on the same day. Further telephone inquiries will not be entertained.

Persons with disability, women and candidates from marginalized groups are encouraged to apply.