

<b>Position:</b>	Project Associate (PA)
<b>Project name:</b>	Assistance to People We Serve in Nepal (APWSN)
<b>Duty station:</b>	Kathmandu
<b>Reports to:</b>	Senior Project Officer and Account Officer
<b>Collaborator:</b>	Program team in APWSN Kathmandu
<b>Grade/step:</b>	5+0
<b>Employee:</b>	.....

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## 1. Overall

Under the overall guidance and strategic direction of the Senior Project Officer (SPO) in Kathmandu and technical guidance of the Account Officer, the Project Associate (PA) will manage the administration, logistics, and finance of the reception center (RC) and APWSN Kathmandu. This role follows the LWF and UNHCR program strategies, policies, guidelines, and plans (PPA). The PA will work closely with the APWSN project team in Kathmandu and LWF Nepal functions as a whole to successfully carry out the following tasks:

- **Adherence to Organizational Values:** Understand and work in alignment with LWF's Vision, Mission, Overall Goals, and Objectives as a Humanitarian and Development Organization.
- **Compliance with Policies:** Follow the established strategies and policies of LWF Nepal and UNHCR.
- **Code of Conduct:** Adhere strictly to the LWF Code of Conduct, Code of Ethics, Child Protection Policy, PSEA, and Complaint Response Mechanism.
- **Data Protection:** Comply with the UNHCR Policy on the Protection of Personal Data of Persons of Concern.
- **Confidentiality:** Maintain confidentiality with sensitive information and correspondence.

### Specific Responsibilities:

#### 1. Reception Centre (60% of time)

##### a. Health and WASH:

- Ensure the RC clinic is always stocked with essential medicines and supplies.
- Facilitate medical treatment for TNAs in consultation with the APWSN health officer.
- Ensure the availability of adequate potable water in the RC.
- Conduct regular water quality testing and treatment of contaminated water as needed.
- Ensure TNAs receive dignity kits and necessary orientation upon arrival at the RC.

##### b. Food and Accommodation:

- Ensure the RC kitchen serves properly cooked and hygienic food.
- Ensure the dormitory is clean and safe.
- Ensure kitchen and accommodation-related goods and supplies are always available.

##### c. Care and Maintenance:

- Ensure the functionality of RC services, including dormitory, kitchen, dining, and office premises.
- Organize regular repair, maintenance, or replacement of services in coordination with the budget holder.

- Maintain cleanliness of office premises and a decent work environment at the RC.

**d. Inventory and Fleet Management:**

- Maintain updated records of each vehicle's history (running, maintenance, fuel consumption, insurance, etc.).
- Ensure periodic servicing and maintenance of motorbikes, vehicles, and generators.
- Properly record motorbike, vehicle, and generator log-books and prepare monthly reports.
- Conduct periodic physical verification of goods and equipment, preparing reports according to LWF policies and guidelines.
- Develop/renew insurance policies for all project properties, including vehicles, and handle insurance claims if needed.

**e. Safety and Security:**

- Ensure a 24/7 security system is always available.
- Monitor security performance closely and report any security lapses immediately to the LWF Nepal Country Security focal point and RC Director.
- Organize safeguarding and other inductions for security guards.
- Ensure the safety and security of project assets and inventories.
- Ensure fire extinguishers are updated and well-placed at the RC.

**f. Petty Procurement and Petty Cash:**

- Conduct petty procurement of perishable goods and small items from nearby markets.
- Maintain petty cash on a weekly rolling basis according to LWF petty cash procedures.

**2. APWSN (40% of time):**

- Prepare purchase requisitions in coordination with respective sector leads and support the procurement team for timely procurement and delivery of goods and services.
- Support the APWSN Kathmandu team in verifying and documenting invoices and program documents.
- Assist the Account Officer in preparing payment documents and financial reports.

**Other Responsibilities:**

- Act as a member of the APWSN Kathmandu CRM team, regularly organize CRM orientations, and ensure the functionality of complaint boxes in the office and refugee settlements.
- Participate in team meetings and meetings with UNHCR as needed.
- Attend in-house meetings as needed.
- Carry out other duties as assigned by the Senior Project Officer and Account Officer.
- Perform additional tasks as part of the complaint response committee.

**Note:**

This job description is subject to revision based on the requirements of LWF Nepal.

***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 5 August 2024***