



TERMS OF REFERENCE (ToR)

APPRENTICE Opportunity

POSITION DETAILS

Position Title: Administration Assistant Apprentice

Location: Kathmandu, Nepal

Department: Admin

Report to: Administration Coordinator

Project: Hamro Samman

Duration: Six months

BACKGROUND:

Hamro Samman is a six-year CTIP project implemented by Winrock International since July 12, 2017, in 10 districts of Nepal with funding from USAID and UK aid. The project's objectives are to Strengthen Federal, Provincial and Local Governments of Nepal (GON) Efforts to Combat TIP; Improve Civil Society Organization (CSO) Advocacy and Engagement to Address TIP; and Increase Private-sector Partnerships (PSPs) to Service TIP Survivors and At-risk Populations.

Hamro Samman brings together stakeholders from the Government of Nepal (GON), civil society organizations (CSOs), and the private sector to work together to build stronger and lasting partnerships to counter TIP. The project has partnerships with numerous governmental and non-governmental organizations to implement its activities.

OVERVIEW:

The Hamro Samman Project is seeking an enthusiastic Apprentice to support the Administration Unit (80%) and Human Resource Unit(20%) of Hamro Samman Project. This is on-Job training opportunity for candidate to learn on general office administrative work and office operations.

Essential Responsibilities:

Administrative Assistant Apprentice will provide in-depth support to Hamro Samman Project Administration and HR unit in the following areas

Procurement:

- Support on the procurement of office supplies, materials/equipment preparing purchase requisition, obtaining price quotations, and compiling them with the necessary documents.
- Manage and update the procurement tracking sheet, including in relation to assigning progressive numbering to purchase requisitions, collect approved PR from the requester. Prepare Cost Analysis bidding and draft Purchase Order and necessary documents for the review.
- Maintain the tracker for Kitchen and Cleaning items, Stationeries. Coordinate with Office Support and process for the purchasing from the annual vendor.
- Arrange/Deliver/Supply the procured/available goods and items as per the request received from the staffs.
- Maintain the payment tracker for each payment.

Administration and Logistics:

- Support on the Administrative and Logistics needs and aspects of Project.
- Support on organizing events as per the request received from Program.

- Support on the travel arrangements including accommodation, internal flights, as needed in advance of field visits.
- Handling of maintenance of the building and office equipment, repair and maintenance etc.
- Support Administration Coordinator for the physical verification of inventories, equipment disposal and handovers to partners and beneficiaries.
- Keep the inventory properly branded and marked.
- Support Administration Coordinator in the filing and organizing administrative files and documents.
- Responsible for front desk activities, responding to phone calls, taking messages as needed.
- Regular check on the vehicle logbooks is properly filled and maintained and regular maintenance of the office vehicles, bluebook renewal and pollution renewal.
- Maintain the Fuel Efficiency Tracker as needed.
- Support HR unit for the staff insurance claim processing and support in maintaining staff leave tracker

The applicant should have the following minimum requirements to be eligible for the Apprentice

QUALIFICATIONS:

Education: Bachelor's degree or Bachelor's running in management or a related field .

Experience/Skills/Knowledge:

- Knowledge and Experience on working on procurement, logistics and fleet management, - Preferred
- Team player with strong interpersonal skills
- Understanding of data privacy standards
- Good IT skills including the ability to use Microsoft packages e.g.: Excel, Word and PowerPoint and Outlook applications
- Ability to work with staff at all levels and have good communication skills
- Understand the need for confidentiality when dealing with sensitive information
- Flexible and reliable

TO APPLY:

Interested individuals should send their latest CV and covering letter to hamrosammanjob@winrock.org with the subject “**Application for Apprentice**” in the subject line no later than **Wednesday 7 June, 2023**.

All employees and consultants and Apprentice must adhere to USAID, and Winrock International’s code of ethics, and specifically child safeguarding and trafficking in persons provisions covered in the project agreement.