

TERMS OF REFERENCE (ToR)

Administration and Logistics Officer (Unit Head)

Division: Administration and Finance

Unit: Administration and Logistics

ToR

Position overview

We are seeking a highly motivated and experienced individual to fill the position of Administration & Logistics Officer (Unit Head). You will be responsible for overseeing and managing various administrative functions, including Procurement, Front Office, Safety/Security, Store, and Outsourced personnel. You will play a crucial role in ensuring the smooth functioning of ICIMOD's administrative operations, supporting the organization's overall mission and objectives.

Responsibilities

The Administration & Logistics Officer (Unit Head) will be responsible for delivering results in line with the commitments we have made in our [Strategy 2030: Moving Mountains](#) and our [Medium-Term Action Plan V \(2023–2026\): Embracing Change and Accelerating Impact](#).

The Administration & Logistics Officer (Unit Head) shall fulfil the following duties and responsibilities:

- Support the Director of Administration, Finance and Operations in developing and implementing administrative strategies, policies, procedures, and systems that align with ICIMOD's vision, mission, and goals.
- Ensure compliance by all staff with ICIMOD's administrative policies and procedures.
- Ensure compliances with all necessary administrative procedures as specifically required by any donor agencies.
- Ensure efficient and effective operations directly supporting excellent delivery of programmes and projects.
- Oversee the procurement process of goods and services, including the development and implementation of overall organisational procurement plans.
- Establish and maintain relationships with suppliers and vendors, negotiating favourable terms and conditions.
- Supervise the front desk operations, ensuring professional and courteous reception services to staff, visitors, and partners.
- Oversee the management of ICIMOD's inventory and stock, ensuring accurate record-keeping, and efficient supply chain management.
- Monitor stock levels, anticipate procurement needs, and ensure timely replenishment.
- Develop and implement inventory control systems to prevent losses or wastage.
- Supervise the recruitment, deployment, and performance management of outsourced personnel
- Manage the contract and performance of outsourced staff, ensuring adherence to service level agreements and quality standards.
- Work closely with Human Resources Unit, Travel & Hospitality Unit, and others in developing and implementing safety and security policies and procedures to safeguard ICIMOD's staff, assets, and premises.

- Conduct regular safety/security risk assessments and advise on measures to mitigate potential threats or hazards.
- Ensure emergency procedures are in place and followed by staff
- Provide effective leadership to the admin team, fostering a culture of excellence, collaboration, and continuous learning.
- Develop and mentor administration staff, promoting their professional growth and ensuring a high level of performance.
- Oversee all the staff security related issues and ensure safety and security of all employees including coordination with the security personnel.
- Coordination with international rescue insurances and hospitals for staff support.
- Coordinate for repairs and maintenance of the office campus and other official assets.
- Coordinate with architects and engineers for preparations of designs, BOQs and supervision arrangements for any construction in the office Campus, both in HQ as well as Living Mountain Lab (LML), Godavari.
- Coordinate with Government Line agencies in Nepal as and when required.

Minimum qualifications and experience

ESSENTIAL

- Master's degree in business administration, Public Administration, or a related field.
- Minimum 3 years of progressively responsible experience in administration.
- Strong knowledge of procurement processes and best practices.
- Demonstrated experience in managing multiple administrative functions, including front desk, safety/security, store, and outsourced staff.
- Excellent leadership and management skills, with the ability to inspire and motivate teams.
- Proven ability to develop and implement administrative policies and procedures.
- Sound knowledge of safety and security protocols and practices.
- Familiarity with inventory management systems and procedures.
- Strong interpersonal and communication skills, with the ability to work effectively with diverse stakeholders.
- Fluency in English (both written and spoken) is required.

PREFERRED

- Experience of working in an international multicultural setting.
- Knowledge of other regional languages spoken in the Hindu Kush Himalayan region would be an advantage.

Reporting and supervising

The Administration & Logistics Officer (Unit Head) will report to the Director Administration, Finance and Operations. The Administration & Logistics Officer (Unit Head) will also work in close collaboration with other staff in the division, where relevant.

Location

You will be working in a cross-cultural, impact-oriented environment at ICIMOD's head office in Kathmandu, Nepal. Occasional travel in the HKH region will be required. Kathmandu is a lively and exciting place to live. People are friendly, living costs are comparatively inexpensive, food is delicious (with a range of local and international cuisines), and there are good local and international schools and a low crime rate. Nepal offers amazing trekking trails, white water rafting, and safaris, combined with a rich culture and charming yet lively nightlife.

Duration

Two years, with a probation period of six months. There is a possibility of extension subject to performance and ICIMOD's future funding levels.

Remuneration

This is an international position at ICIMOD. Remuneration is commensurate with experience and qualifications. Salaries and benefits at ICIMOD are competitive compared with other international organisations. We offer a comprehensive benefits package, which includes a provident fund, health insurance, severance pay, children's education grant, and paid leave (30 holidays and 10 public holidays per year).

For expatriates, there is a tax exemption in Nepal; they are responsible for their home country's tax payments. Expatriate staff are entitled to housing allowance, annual home leave ticket, shipment of personal effects, and an installation and removal allowance.

ICIMOD's core values

Our core values are integrity, neutrality, relevance, inclusiveness, openness, and ambition. These values are an expression of our culture and are central to the guiding beliefs and principles of our work and behaviour. Our core values will lie at the heart of ICIMOD operations and delivery. They will underpin everything we do and frame how we work with our partners. They reflect our founding intentions and the balances we seek to hold, while equipping ourselves for the future.

Diversity, equity, inclusion, and safeguarding

ICIMOD's human resource selection process is based on the qualifications and competence of the applicants. As an employer, ICIMOD is committed to promoting diversity, equity, and inclusion, and offers equal opportunities to applicants from all backgrounds and walks of life, including but not limited to gender, age, national origin, religion, race, caste, ethnicity, sexual orientation, disability, or social status. ICIMOD strongly encourages applications from all eligible applicants, especially women, from all parts of the HKH region.

ICIMOD is dedicated to establishing and upholding a safe and nurturing work environment, where all its employees can participate fully and meaningfully without fear of violence, harassment, exploitation, or intimidation. Any type of abuse or harassment, including sexual misconduct, by our staff, representatives, or stakeholders is not condoned or tolerated.

Background to ICIMOD

The International Centre for Integrated Mountain Development (ICIMOD), based in Kathmandu, Nepal, is the leading institute for the study of the HKH. An intergovernmental knowledge and development organisation with a focus on climate and environmental risks, green economies, and sustainable collective action, we have worked in our eight regional member countries – Afghanistan, Bangladesh, Bhutan, China, India, Myanmar, Nepal, and Pakistan – since our foundation.

Entering our 40th year, ICIMOD is perfectly positioned to support the transformative action required for the HKH to face the challenges of the escalating effects of climate change, pollution, water insecurity, increased disaster risk, biodiversity loss, and widespread socioeconomic changes. We seek to raise our ambition to support the required transformative action to step up our engagement through to 2030.

Method of application

Applicants are requested to apply online before October 11, 2023 (11:59 PM Nepal Standard Time) through [ICIMOD Vacancy Application Portal](#).

Only shortlisted candidates will be notified.