

**JOB DESCRIPTION**

**Position title:** Senior Admin and Procurement Officer

**Reports to:** HR, Adm and IT Manager

**Supervises:** Procurement Officer, Admin Officer in EPL, Receptionist. Co -Supervise Driver and Procurement Assistant. Dot line supervise the Company Guard.

**Location:** Phnom Penh with frequently travel to the field offices

**Date:** January 2020

1. **Background**

WWF has a long established presence in the Mekong region, starting in Vietnam in 1990. Since then, WWF operations have grown to five Country offices based in Cambodia, Laos, Thailand, Vietnam and Myanmar, including a Regional team in the Hanoi, Vientiane and Bangkok offices.

1. **Major Function**

Overseeing and ensuring effective provision all aspects of WWF Cambodia Administration, Procurement, Safety and Security and Vehicle security compliance. S/he responsible for Asset Management, Administration Policies and Guideline, Visa, Work Permit, MoU with Government Agencies etc. Ensuring staff travelling, workshops, trainings and meeting of the WWF Cambodia are well managing and effective supported. Ensuring the security in office in good maintain and provide service to staff and visitor. Procurement support is effective and alight with policy and donor’s rule.

1. **Major Duties and Responsibilities**

**Office Management**

* Develop Administration Policies and update the Crisis Management Plan for all offices. Ensure effective communications by orientation and refresher training to staff to help them understand the systems, policies and procedures of the organization
* Coordinate and liaise with concerned government ministries, embassies, agencies, and other international and domestic NGOs for all administration matters.
* Ensure all lease contracts are in place and renewed/terminated as appropriate
* Oversee contracts of all office equipment’s maintenance and ensure regular maintenance is upkeep.
* Ensure storage manage and disposal of old record beyond requirement under the donor or government regulation
* Oversee office desk arrangements and movements by ensuring new staff, hosting, partners have appropriate space, equipment, and supplies for work
* Ensure all travel requests for national and international travels including booking vehicles and accommodation, purchasing tickets and travel insurance, arranging visas, etc.

are followed up in timely manner

* Oversee office opening and closing procedures and negotiation with all office landlords for price, maintenance repairs
* Oversee branding, payments of all monthly regular
* Oversee workshops, visitors and other events as requested
* Prepare for and coordinate various office social activities, i.e. team building, staff retreat, sickness visit, funerals, new born baby visit, etc.
* Encoding the carbon emissions and send to regional
* Coordinate and work closely with field offices on office, inventory, vehicles and motorbikes management.
* Provide support of visa and attestation for expatriate staffs and local staffs
* Liaise with Government ministries on office license to ensure the MoU is monitored, complied and renewal on time.
* Liaise with the government ministry to request WWF’s vehicle license
* Liaise with Tax Department to ensure that the Organization Certification is up to date.
* Oversee monthly floating cash and authorize petty cash payouts as procedure
* Ensure office and vehicle insurance is up to date and appropriate

**Procurement:**

* Manage procurement processes and ensure policies and procedures are being followed
* Ensure budget holder provide annual/quarterly procurement plan and initiate procurement plan discussion with budget holder.
* Lead annual approval of Required Supplier and Authorized Supplier List and ensure supplier database is updated
* Review and feedback on Procurement Analysis Reports quarterly with manager to identify issues and find solutions
* Maintain pricing of goods and services provide update to budget holder to support budgeting
* Ensure all bridger check is cleared.
* Ensure all procurement documentation achieving is in compliance with policy
* Oversee the development of tools as check list to support Program/Project Manager to ensure compliance of policies and procedures including internal control
* Ensure Tax Obligation are met under the Cambodia tax regulation and coordinate with line ministries and peer networks on Administrative compliance to laws
* Serve on Procurement Committee for sealed and open bids as required

**Asset Management**

* Monitor office stocks, equipment, assets, vehicles and motorbikes according to policy and work with Finance Function to code and conduct inventory count 02 times a year and as required.
* Manage assets register by working closely with IT Manager and Project teams by labeling of all assets
* Regular review of asset disposal and submit recommendation at least twice yearly.
* Quarterly reconciliation of all assets register with accounting ledger and submit to Senior Finance Manager signed off.
* Carry out physical assets verification minimum once a year and before project close up at PNP and Field Office and documented.
* Conduct monthly spot check on stock - stationary, monthly office supplies and sign off.
* Coordinate assets hand over process which include approval by donor and handover to beneficiary with Program/Project Manager at least 3 months prior to close of project.

**Safety and Security Focal Point:**

* Serve as the Safety and security primary focal point and a crisis management team member, share messages to staff as appropriate
* Provide capacity support and training to Field Offices to ensure that they are equipped with safety and security equipment/tools. Maintain, update all contact list (staff, partners) on monthly basis.
* Organize and conduct safety and security training (including first aid and fire safety) as required.
* Communicate any safety and security issues to Country Director in timely fashion.
* Coordinate orientation to new staff and visitors and ensure that they are complied with safety and security policies and procedures.
* Ensure guard company contracts are updated, relevant to tasks needed, fulfilling contractual obligations

**Vehicle and Driver Management:**

* Manage drivers and ensure policies and procedures are being followed, Verify on monthly fuel consumption, and overtime.
* Ensure drivers are fulfilling obligations and expectations of passengers. Get feedback from program staff and manage vehicle/driver issues.
* Ensure driver maintains the vehicle in working condition which includes regular maintenance, do daily check list, cleanliness of the car inside and outside daily and available drinking water to passengers. etc.

**Staff Management and Teamwork**

* Work with HR for staff recruitment and other related HR and Admin work in the organization.
* Participate in Team meetings and assist on Department work planning
* Proactively manage the PDJ process for all direct reports (annual, midyear review and regular 1:1 meetings) creating an environment where feedback is valued, acted upon and monitored that may need development of improvement
* managing performance, providing induction, training, coaching and advice to ensure that they are appropriately motivated and that they deliver the performance objectives.
* Discuss with Manager on the training needs and development opportunities for supervised staff on administration system, policies and procedures
* Maintain an awareness of staff comments and any complaints to identify any area
* Provide Report to Regional on Climate Friendly-Carbon Emission, Carbon Certificate record and register in the carbon database every quarter
* Provide support to Manager in preparing reports if required
* Prepare periodically reports on inventory, stationary, supplies, kitchen supply, vehicle and motorbike maintenance and its cost analysis.
* Preparing letters to stakeholders with support from program staff on contents.
* Establish and maintain formal and informal links with suppliers, service providers, agencies to ensure that the organisation is providing the appropriate range and quality of services
* Develop database of internal and external contacts.
1. **Profile**
2. **Requirements**

 **Education, Qualification and Knowledge**

* Bachelor's degree in in business administration, management, or similar disciplines
* At least 3-5 years professional experience in Procurement, General Administration , Asset and Inventory management, building management, security procedures, and vehicle management in an International organization.
* Basic knowledge of environmental and conservation issues in Cambodia is an advantage.
* Experience in developing administration systems, policies and procedures is an advantage
* Excellent communication skills (written & oral) in English and Khmer.
* Demonstrated ability in security awareness, security logistics and security management.
* Demonstrated experience in leadership role, excellent people management and. interpersonal skills including the ability to develop harmonious teams.
* Knowledge of various donor regulations is an asset.
* Demonstrated experience in leadership role, excellent people management and. interpersonal skills including the ability to develop harmonious teams.
* Good knowledge of administration process of visa, office licence, etc. of all office systems
* Experience in supervising a range of staff undertaking administrative duties
* Supervisory, Communications and negotiation, Networking, teamwork and interpersonal
* Planning, organisation, time management, and coordination
* Organisational awareness and service orientation, Problem solving
* Knowledge of various donor regulations is an asset.
* Demonstrate an ongoing commitment to gender equality and diversity.
* Demonstrate commitment to Child Protection

 **Ability,** working under pressure, towards tight deadline, and working overtime if required, Working on own initiative with minimum supervision and staying on task

Working in a multi-cultural environment. detail focus, Patient, Sociable

**Required Skills and Competencies**

* Demonstrates WWF behaviours in way of working: Strive for Impact, Listen Deeply, Collaborate Openly, Innovate Fearlessly;
* Adheres to WWF’s values, which are: Knowledgeable, Optimistic, Determined and Engaging
1. **Working Relationships**

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| **Internal** | **External** |
| **WWF GMPO:** Work closely with Finance, HR teams. Close interact with admin teams of regional and other country offices. Engage with and support WWF staff.  | Polices, Government agencies, landlords, consultants, suppliers, service providers. Engage with other organizations on administration systems and practices for learning and sharing. |

This JD covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.

Prepared by Line Manager : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

 Reviewed &Approved by 2nd Line Manager : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 FAccepted by Staff member : \_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_