

Job description

Logistic and Admin Officer

Mission: Ensure management of the programme's logistics and admin at Hanoi Office

Reports to: Shared Service Manager

Responsibilities:

Responsibility 1: Ensuring efficient management of the supply chain

Aim: To cover the programme's needs for materials, equipment and services

Benchmarks: introduction and compliance with procurement management procedures; security of supply; project team's satisfaction with the management of supplies

Activities:

- 1.1 Ensuring the implementation of procurement procedures in line with internal and donor regulations
- 1.2 Drawing up and follow up annual procurement plans
- 1.3 Ensuring the correct management of customs clearance procedures
- 1.4 Developing a supplier database
- 1.5 Ensuring the monitoring of Purchase and Service Requests

Responsibility 2: Ensuring the correct management and use of the programme's vehicles and the management of any other means of transport and the security plan

Aim: To provide safe and suitable means of transport for the smooth running of activities

Benchmarks: suitability of means of transport to the programme context; existence of vehicle management procedures; quality of vehicle maintenance,

Activities:

- 2.1 Organising the management of other means of travel
- 2.2 Supervising optimal maintenance of the vehicles

Responsibility 3: Ensuring the correct management of equipment

Aim: To ensure the programme has the means necessary for its smooth running

Benchmarks: computer equipment and software adapted to the programme's needs; data security (back-ups), rate of servicing for computer equipment and for other equipment; respect of equipment management procedure

Activities:

- 3.1 Ensuring application of equipment management procedures and written certification of each withdrawal of equipment from stock
- 3.2 Supervising the installation, maintenance, monitoring and traceability of equipment (computer, power-supply, communication, etc.)
- 3.3 Ensuring the use of an Equipment Monitoring Chart (EMC) and the quality of the data it contains, the localisation of fixed assets from the accountancy
- 3.4 Supervising training for the programme's staff in how to handle equipment
- 3.5 Supervising the management of office and project inventory
- 3.6 Removing and destroying out-dated material after confirmation by the Program Director or Shared Service Manager

Responsibility 4: Ensuring correct management of general services (expatriate staff accommodation, offices, storage facilities)

Aim: To provide the teams with comfortable living premises and preventing risk

Benchmarks: the security of the premises; the suitability of the choice of premises and the quality of their management

Activities:

- 4.1 Supervision of seeking and identifying potential premises for rent

- 4.2 Supervision of the management of the fitting out, servicing and maintenance of the premises
- 4.3 Supervision of the necessary security systems are in place for the premises (locks, guards, etc.)
- 4.4 Supervision of the logistical organisation of project seminars and training
- 4.5 Supervising a correspondence system with reference structure
- 4.6 Supervising the maintenance of working stations and office space (library, public area, store room...)
- 4.7 Managing contracts: office and house insurance, office and house lease contracts, internet and phone contracts...

Responsibility 5: Managing the admin team at Hanoi Support Office (ie. House keeper, IT staff)

Aim: To develop the team’s autonomy and performance

Benchmarks: direct reports' satisfaction with management; quality of the assessments carried out;

Activities:

- 5.1 Supervising house keeper at expatriate house and support office
- 5.2 Managing direct requests from its team (leave, over-time, etc.)
- 5.3 Co-validating disciplinary procedures with the Shared Service Manager

Responsibility 6: Participate to the programme’s Security

Aim: To ensure prevention and support the teams in case of safety issues

Benchmarks: availability of security equipment, guidance to staff in case of emergency;

Activities:

- 6.1 Report any safety issues directly to Program Director or Shared Service Manager
- 6.2 Provide and update when needed the constant companion (security card) for each staff
- 6.3 Ensure the permanent availability and update of security equipment (first aid kit, extinguisher...) for all buildings and cars
- 6.4 Ensure renewal of all HI insurances

Responsibility 7: Carry out national & International personnel administration

Aim: Guarantee conformity with legal obligations and internal procedures

Benchmark: quality of payroll preparations, conformity with legal provisions and internal procedures, adherence to deadlines

Activities:

- 7.1 Monitoring and updating deductions of annual leave and other absences for all the staff
- 7.2 Managing the professional evolution: engagement, probation, internal probation, advertisements, penalty, licensing
- 7.3 Assist staff for unemployment insurance, maternity leave & sick leave claim from insurance department
- 7.4 Assist staff to register with Hanoi Insurance department.
- 7.5 Monitoring leaves of expatriates
- 7.6 Monitoring log sheet of international staff (contract dates, official documents, permits, visa, contact persons...)
- 7.7 Managing the preparation and follow up of expatriate work permit and visa applications

Specific missions: In addition, the Administration and Logistic Officer can be asked to undertake any other duty requested by the Shared Service Manager.

I, the undersigned, _____, certify that I have read, understood and accepted my job description.

Date:

Signature:

<u>Technical competencies</u>	Level	<u>Behavioural competencies</u>	Required
		Priority competence indicators for assessment, specific to the function, excluding standard Perf Echo dimensions	
ADMINISTRATION		Manage	
Programme contracts management	Autonomous	Participatory approach	
		Controlled delegation	

LOGISTICS		Decide	
Supply chain management	Proven	Communicate	
Stock management	Proven	Organise	
Local and international transport management	Proven		
Management of customs clearance procedures	Proven		
Management of technical equipment	Proven		
Vehicles management	Proven		
General services management	Proven		
Drafting and control of logistics procedures	Proven		
LEGAL			
Legal knowledge of civil and commercial law (cont	Underway		
Personnel administration	Autonomous		
Familiarity with expatriate employment terms and conditions of engagement	Underway		
Management of a recruitment process	Underway		
<u>Cross-cutting competencies</u>			
LANGUAGES	English Upper Intermediate		
OFFICE AUTOMATION	Autonomous in using the basic functionalities: Operating system Word, excel PowerPoint Electronic messaging system Internet		