

TERMS OF REFERENCE FOR ADMINISTRATION OFFICER

1. OVERALL JOB DESCRIPTION

Designation: Administration Officer
Division: Administration and Support Division
Reports to: Chief Administration Officer
Duty Station: De-suung Headquarter, Thimphu

He/she shall report to Chief Administration Officer of the Division and shall be responsible for smooth and effective operations of Human Resource, administration and Procurement functions of the Division.

2. JOB RESPONSIBILITY

His/her responsibilities shall be to:

- Ensure overall administration & management of the organization is done according to the rules and regulations.
 - Ensure procurement of goods and services including day-to-day procurement, and services for maintenance of office structure, IT equipment, vehicles, telephone/communications and other equipment and supplies.
 - Ensure inventory of office property like fixed assets, equipment, furniture, office supplies etc are well maintained.
 - Ensure cleanliness and decorum of the office premises including working rooms, toilets, parking and areas surrounding the office building.
 - Monitor and guide other subordinates reporting to him/her; to effectively carry out the administration, property management/maintenance, procurement etc.;
 - Ensure all recruitments are done as per the recruitment policy of the institution.
 - Ensure effective coordination with Training Division & Operations Divisions in organizing various activities and providing logistic support as and when required.
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3. QUALIFICATION AND EXPERIENCE

He/she must have:

- Minimum of Bachelor's Degree

- Minimum of 5 years of experience in related field
 - Undergone De-suung Integrated Training
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4. KNOWLEDGE AND SKILLS REQUIREMENT

- Should be able to read, write and understand English and Dzongkha.
 - Strong organization skills with a problem-solving attitude
 - High integrity/ethics;
 - Strong interpersonal skills and ability to develop and foster meaningful relationship with relevant stakeholder;
 - Ability and desire to complete works/projects under deadlines
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