

Terms of Reference for the Position of Administration Officer

Background:

The Administration Officer is responsible for providing administrative support and ensuring the smooth and efficient operation of the Administration Unit. The Administrative Officer will report to the Head of Division (HoD), and work closely with other administrative staff to carry out day-to-day administrative duties. The position requires an individual who is well-organized, detail-oriented, and capable of managing multiple tasks simultaneously.

Duties and Responsibilities:

1. Facility Management:

- Overseeing facility operations, coordinating repairs and maintenance, managing space allocation, ensuring compliance with health and safety regulations, and implementing improvements to enhance the work environment.

2. Asset Management:

- Ensure proper recording, tracking and management of all fixed assets of the Company.
- Implement policies for asset acquisition, utilization, maintenance and disposal.
- Maintain accurate and up-to-date asset records in ERP for accountability and transparency.
- Minimise asset loss, damage and mis management through effective controls.
- Conduct annual physical verification of assets at both HQ and Regional Offices (ROs) and submit reports to Management and Finance & Administration Division (FAD) for recording and adjustments.

3. Procurement Management:

- Identifying the needs of various divisions, selecting appropriate vendors, negotiating terms, processing purchase orders, and ensuring that all purchases are made in compliance with organizational policies and budget parameters on time.
- Facilitate tender proceedings for all divisions as per the procurement manuals.

4. Coordination with Other Divisions:

- Assist the Petroleum Division with new Fuel Retail Outlets (FROs), particularly coordinating Salhang tendrel and Inauguration ceremonies for upcoming FROs.
- Circulate common cost expense reports to all divisions for preparing the division budgets.
- Compile and submit the first draft of the HRAD budget to the General Manager, HRAD.

5. ADM as Movement Transport Officer (MTO):

- Ensure proper allocation, scheduling and utilization of office pool vehicles as per Pool vehicle Policy.
- Implement systematic and transparent approach for transport management.
- Monitor fuel consumption and maintenance schedules to optimise costs.
- Ensure the documents of all pool vehicles are updated and renewed on time.
- Maintain accurate records for accountability and operational efficiency.

6. Logistics and Event Coordination:

- Organize and coordinate the Annual Office Picnic, Annual Office Rimdo, New Year, half-yearly, farewell & Annual dinners, Board meetings, other internal & external meetings, and workshops including planning, and managing the events.

7. Daycare Center Management:

- Ensure the proper functioning of the Daycare Center by organizing bi-annual meetings with daycare staff and parents to discuss improvements.
- Procure learning items and required furniture and fixtures for the daycare center on time.

8. Submission of Reports:

- Provide reports to the HoD for review and approval before forwarding them to Management or any stakeholders and ensure to submit the reports within set deadlines.
- Confidentiality must be maintained for those sensitive reports submitted to HoD and Management.
- Keeping copies of submitted reports and following up on any required feedback or actions.

Competencies:

a. Functional Competencies:

- Strong organizational and time-management skills.
- Ability to coordinate multiple tasks and prioritize effectively.
- Proactive in identifying and solving administrative issues.
- Cater to the needs of other divisions promptly.

b. Communication Skills:

- Excellent written and verbal communication skills.
- Ability to interact effectively with all levels of staff and external stakeholders.

c. Problem-Solving Abilities:

- Ability to identify problems and recommend practical solutions, particularly regarding facilities and procurement.

d. Attention to Detail:

- Highly detail-oriented with the ability to manage multiple projects and ensure accuracy.

e. Confidentiality and Integrity:

- Commitment to maintaining confidentiality and upholding the integrity of the Company.