

## Job Description – Admin Officer

<b>Designation</b>	Admin Officer
<b>Location</b>	District Office
<b>Employment type</b>	Renewable fixed term contract
<b>Report to</b>	AM HR Admin, District Manager
<b>Functional reportees</b>	Office Assistant, Guest House Assistant, Driver (on contract)
<b>Employment level</b>	Junior

### Organization Background

Established in 2007, Educate Girls (a project of 'Foundation to Educate Girls Globally') is holistically tackling issues at the root cause of gender inequality in India's education system that has helped to ensure over 90% enrolment and higher attendance as well as improved school infrastructure, quality of education and learning outcomes for all girls.

Our comprehensive model helps communities assess their school situation, initiate action plans and empowers them to sustain positive results at the lowest cost. Educate Girls believes that if girls in the most backward gender gap districts are educated now, they will have the potential to enter the formal economy, gain employment and lift their families out of poverty. By leveraging the government's existing investment in schools, Educate Girls delivers measurable results to a large number of beneficiaries and avoids duplication or parallel delivery of services.

Because of the sustainability and scalability of the model, Educate Girls has grown from a 500-school pilot project in the Pali district of Rajasthan to now serving thousands of schools, reaching millions of children in some of India's most remote areas. The non-governmental organization has a management and outreach office in Mumbai and operations in Rajasthan and Madhya Pradesh and is committed to launching interventions in multiple new geographies across India over the coming years.

For further details about organisation please visit [www.educategirls.ngo](http://www.educategirls.ngo)

### Our Values

<b>Gender Equality</b>	Being able to treat people equally irrespective of gender
<b>Integrity</b>	Possess the ability to “know and do” what is right
<b>Excellence</b>	Being outstanding or extremely good, striving to lead by performance excellence
<b>Collaboration</b>	Working effectively and inclusively with a range of people both within and outside of the organization
<b>Empathy</b>	Being able to understand and share the feelings of another and use that understanding to guide our actions

### Our Competencies

<b>Strategic Thinking</b> – Think big yet act focused	<b>Taking Ownership</b> – Feel responsible and accountable	<b>Analytical Thinking</b> – Stay true to your data
<b>Developing Talent</b> – Growing and taking people together		<b>Ensuring Alignment</b> – Think differently but work together

### Job Profile

#### Overview of the role:

The Admin Officer is responsible to provide hands on support to the district HR Officer in all administration matters of the district

#### Areas of Responsibility:

##### 1. Procurement

- Responsible for procurement of office supplies and stationery
- Organize venue for large meetings, staff / TB training programs
- Organize food for employee meetings, trainings and visitors
- Procurement of assets such as office furniture, guest house furniture and fixtures, and supplies.
- Procurement of services such as vehicle, telephone etc
- Create a database of vendors for such procurements and as much as possible get into contracts for long term requirements.

## 2. Logistics

- Managing inter district travel requirement for staff and visitors by having vendor for vehicle supply and contract.
- Booking hotels for stay and travel tickets for visitors and employees.

## 3. Guest House Management

- Responsible for finding a location for guest house, setting the guest house with furniture's and fixtures
- Allotting rooms to visitors based on request in the guest house.
- Supervising the maintenance of guest house.

## 4. Office Management

- Ensure offices of EG are clean and tidy and all basic facilities are available for staff to work in a comfortable environment
- Manage dispatch and inward communication, postal, courier and maintain a register for the same.
- Material distributions in field.
- Maintain staff movement register and follow up with locations and movement of staff, inform HRO in case of non-adherence.
- Support to HRO in recording, maintaining and monitoring attendance to ensure employee punctuality, managing the biometric device, reconciling the data on a weekly basis and reporting to DM for deviations.

## 5. Asset Management (Non-IT Assets)

- Maintain the asset register for the district in specified format
- Update the register with new assets
- Work closely with District / Regional Manager / Department Heads for disposal of old assets as per financial policy guidelines.
- Manage assets / materials in stock, issue them as per procedure.

## 6. Organizing program Training

- Administration and logistic arrangement for programmatic training. (Venue, Food, Guest House and distribution of Travel allowances for Team Balika training.)
- Checking of Bills or Supporting Vouchers in support of expenses incurred for the training.

## 7. Travel reimbursement of staff

- Verify the travel reimbursement of staff with attendance record and certify before approval.

### Core Responsibilities:

Provide full admin support to the HR Admin Officer and other departments. Guide the Office Assistant in general office administration

### Preferred Education Background:

- Graduate (Preferably commerce, maths)

**Preferred Work Experience:**

- Minimum 1-2 years in Administration management
- A career in Non-profit organization will be an asset

**Preferred Skill Set:**

- Good knowledge of computer - Windows and Microsoft Office applications (Word, Excel etc.)
- Good communication skills; Fluent in Hindi, good in English
- Ability to learn and work independently.
- Good problem solving skills.
- Basic organisational and administrative skills.
- Ability to multitask and work under pressure

"Educate Girls is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position."