

Job Description – Admin Officer

Designation	Admin Officer
Location	Regional Office
Employment type	Renewable fixed term contract
Report to	Deputy General Manager Admin, Manager Operations/Regional Manager
Functional reportees	Office Assistant, Guest House Assistant, Driver (on contract)
Employment level	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

Our Values

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

Our Competencies

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

Job Profile

Overview of the role:

The Administration Officer is responsible to provide hands on support to the Assistant Manager – HR and Administration for all administration and procurement matters at regional / state / head office level.

Areas of Responsibility:

Task 1:

Procurement

- Responsible for centralized bulk procurements
- Organize venue for trainings organised at regional / state / head office / organization level / functional level
- Co-ordinate for food arrangements for employees attending trainings / workshops
- Coordinating for donor visits
- Procurement of assets such as office furniture, guest house furniture and fixtures, and supplies.
- Procurement of services such as vehicle, telephone etc for regional / state / head office employees
- Create a database of vendors for such procurements and for stay arrangements and as much as possible get into contracts for long term requirements.

Task 2:

Logistics

- Managing travel requirement for regional / state / head office staff and visitors by having vendor for vehicle supply and contract
- Booking hotels for stay and travel tickets for visitors and regional / state / head office employees

Task 3:

Office Management

- Material distributions in field for all districts
- Review of stock inventory of districts falling under specific region and at regional / state level
- Maintain staff movement register and follow up with locations and movement of staff, inform HRO in case of non-adherence.

Task 4:

Asset Management

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

Task 5:

Travel reimbursement of staff

- Verify the travel reimbursement of regional / state / head office staff with attendance record and certify before approval

Preferred Education Background:

- Graduate, (Preferably commerce, maths)
- Minimum 1-2 years in Administration management

Preferred Work Experience:

- 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."