

Key Position Information:	
Job Title	Admin Associate
Department	Logistics and Procurement
Position Location	District
Type of Agreement	Renewable fixed-term contract
Position Reporting	Operational Reporting –Vidya Lead/Functional Reporting-State Logistics Sr. Specialist
Position Reportees	Logistics Assistant,
Position Level	Junior

Educate Girls – An Overview:

Vision- We aim to achieve behavioural, social and economic transformation for all girls towards an India where all children have equal opportunities to access quality education.

Background- Educate Girls (a project of 'Foundation to Educate Girls Globally') is a non-profit organization that focuses on mobilizing communities for girls' education in India's rural and educationally backward areas. Strongly aligned with 'Right to Education Act' or the 'Samagra Shiksha' the organization is committed to the Government's vision to improve access to primary education for children, especially young girls. Educate Girls currently operates successfully in over 20,000+ villages in Rajasthan, Madhya Pradesh and Uttar Pradesh. By leveraging the Government's existing investment in schools and by engaging with a huge base of community volunteers, Educate Girls helps to identify, enrol and retain out-of-school girls and to improve foundational skills in literacy and numeracy for all children (both girls and boys). This helps deliver measurable results to a large number of children and avoids parallel delivery of Services.

We are at www.educategirls.ngo for detailed information on our vision, mission and programs.

Position Overview:

The Admin Associate is responsible to provide hands on support to the State Logistics Sr. Specialist for all administration and procurement matters at district/State Level.

Position Key Responsibilities:

Procurement

- Responsible for centralised state/District procurements
- Requisition review, procurement process followed as per prescribed manual.
- Lead for all procurement closures as per the turnaround time matrix
- Organize venue for trainings organised at state / head office / organization level / functional level
- Coordinate for food arrangements for employees attending trainings / workshops
- Coordinating for donor visits
- Procurement of assets such as office furniture fixtures, and supplies.
- Procurement of services such as vehicle, office supplies etc for State/District.
- Create a database of vendors for such procurements and for stay arrangements and as much as possible get into contracts for long term requirements.

Logistics

- Managing travel requirement for state / head office staff and visitors by having vendor for vehicle supply and contract

- Booking hotels for stay and travel tickets for visitors and state / head office employees
- Warehouse management and delivery till operational locations

Office Management

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

Asset Management

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

Travel reimbursement of staff

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

Information and Data Management

- Update all MIS and data for all the roles and responsibilities.
- Ensure that all data is maintained as per organization requirement

Desired Incumbent Profile:

Personality: Self-driven, result-oriented with a positive outlook and a clear focus on high quality output. Excellent conceptual and analytical skills. Demonstrable ability to think strategically, innovatively and practically to ensure achievement of desired change objectives. Proactive approach to problem-solving with strong decision-making capability. Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail. Very strong interpersonal skills and the ability to build relationships with multiple stakeholders. Empathic communicator, ability to see things from the other person's point of view. Ability to get along with variety of individuals and a team-player. Sufficiently mobile and flexible to manage travel up to 25% of the time at the HO/state/district/village level in programme geographies.

Work Life Balance: Must be mature and domestically secure. Able to manage travel without upsetting domestic situations. Able to work extended hours on occasions when required.

Technology skills: Must be adept in use of MS Office, particularly Excel and Word, and ideally Access or similar database to basic level, Internet and email. Knowledge of in-house ERP / automation systems. Open for learning and adapting to new technologies being introduced in the organization.

Specific Job Skills & Values:

- Substantial experience in all technical areas of logistics operations including procurement, transport/distribution, warehousing and stock management, office and guest house management, fleet management, asset management, communications, and security.
- Ability to develop/implement supply chain to support different types of programs, and coordinating resources to meet the program objectives.
- Ability to manage and supervise others in logistics, including training and capacity building.

- Excellent communication, negotiation & articulation skills
- People management & people development skills
- Diligent and firm with high ethical standards
- Sound contextual knowledge of local issues, organizational relationships, social and cultural constraints and realities, and environmental conditions, Right to Education, Child Psychology, and Community Motivation
- Demonstrated ability to cultivate relationships, collaborate with individuals in a culturally diverse setting and build consensus;
- Ability to multitask and perform under stress situation
- Ability to treat people equally irrespective of gender
- Integrity towards the work and ability to “know & do” what is right
- Striving to lead by performance excellence
- Working effectively and inclusively with a range of people both within and outside of the organization
- Empathy

Adherence to Code of Conduct & EG Policies:

All existing & new employees shall ensure that they at all times act in compliance with EG’s laid down Code of Conduct & adhere to all Policies of EG, including but not limited to Workplace Harassment Policy, Sexual Harassment Prevention and Redressal Policy, Child Protection Policy, Code of Conduct Policy, Whistleblower Policy, Work from Home Policy, Diversity and Inclusion Policy etc. EG has a zero-tolerance policy for all forms of discrimination.

Preferred Education Background:

- Post Graduate/Graduate (Preferably commerce, management)
- Fluent in Hindi & English and basic knowledge of local dialect.

Preferred Work Experience:

At least 1-2 years of experience handling administration, procurement, and vendor management

Desired 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