

Social Development Foundation (SDF)

Terms of Reference for Junior Officer, Admin for Nuton Jibon Livelihood Improvement Project (NJLIP)

The Junior Officer, Admin is an entry/junior level position for providing support to the senior management to ensure proper management of administration for implementation of Nuton Jibon Livelihood Improvement Project (NJLIP) of SDF.

1. The main tasks and responsibilities of Junior Officer, Admin are:

- Assist to manage all administrative activities- Office management, inventories & assets management etc.;
- Assist to organize/conduct seminars, workshops, conferences, discussion meetings etc.;
- Ensure office records management, Telecommunication management, storage and maintenance facilities;
- Assist in Logistic support and transport management;
- Assist to ensure all kinds of postage, courier, parcel etc.;
- Assist in advertisement management and arrange publication in Newspaper, website and in other medias;
- Any other responsibilities assigned by SDF Management.

2. The Key Responsibility Areas are:

- Assist to manage all aspects of administration such as maintaining database/records of admin related activities to be carried out at different level;
- Maintenance of all office equipments, vehicles, furniture and other assets;
- Plan and set-up efficient mail, courier & postal services system.

3. The Key Deliverables in terms of expected outputs/outcomes are:

- All official communication related letters, notice, reports are recorded;
- Equipments related to Security, Wellness & Housekeeping services are in place;
- Distribution of Office equipments, utilities, materials is done in a smooth manner;
- Optimum level of stocks maintained at all times;
- System for organising meetings and events are in place;
- Logistics support to staff is provided timely.

4. Minimum qualification, experience and competencies required:

- MBA/ Masters degree in any other subject;
- Preference will be given the candidates with experience in administration in the World Bank financed project /poverty alleviation projects in Government/ Autonomous bodies/ Donor Financed projects etc.
- Must have willingness to work with poor community of the rural areas of Bangladesh;
- Excellent interpersonal and team working skills and a high degree of computer literacy are preferred;
- Must not exceed the 40 years of age on the last date of submission of application for this position as advertised in the national dailies.