

# **Social Development Foundation (SDF)**

## **Terms of Reference for Junior Officer, Admin for component-3 (Community Empowerment and Livelihoods) of Sustainable Coastal and Marine Fisheries Project (SCMFP)**

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 component -3 under Sustainable Coastal and Marine Fisheries Project (SCMFP) 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 management in the World Bank finance project /poverty alleviation projects in Government/ Autonomous bodies/ Donor Financed projects etc.
- Must have willingness to work with fishers' community in the coastal 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.