

JOB DESCRIPTION

1. **Position Title: Admin and Logistic Officer (ALO)**
2. **Program/Project: Empowerment toward Self-reliance Program (ESRP)**
3. **Duty Station: APO-Kampong Speu**
4. **Report to: Area Program Manager (APM)**

5. Job summary:

The Admin and Logistic Officer (ALO) will assist the APM to manage the logistic and procurement business including: management of procurement & logistic supplies and management and controlling of fix assets and inventory, and overall look the office administrative and personnel management and vehicle maintenance in their respective Empowerment towards Self-Reliance Program.

The ALO will be based in APO, is required to undertake regular visits to the project areas. The ALO is responsible to the APM and works in close cooperation with other relevant staff at APO and Head Office.

6. Major Responsibilities	7. Performance Expectations
6.1 To operate procurements based on approved plan, requests, and to make sure it run smoothly within LWD procedures and policies.	<ul style="list-style-type: none"> • Works with relevant staff to develop annual procurement plan according to approved budget and activity plan. • Updates and maintains list of pre-qualified suppliers (name, address, available good/service/work, and price) and share with Procurement Committee. • Works closely with pro. committee to process the procurement upon the request or proposal after approval from APM, • Compiles all supporting documents and files it properly followed by LWD policies and audit requirement. • Prepares contract with local contractors, stores/ others and to make sure process is transparent and accountability.
6.2 To manage the delivery of goods and other logistic supplies.	<ul style="list-style-type: none"> • Develops a monthly schedule for delivering of supplies and other equipments according to the approved proposal and plan. • Works with concern CEOs and procurement committee to make sure all goods/ service/ work are delivered to meet deadline with good quantity and quality assurance and files all supporting documents. • Provides stationaries or office supplies as requested by staff. • Maintains store room following the store management guideline.
6.3 To manage and control the fix assets and inventory	<ul style="list-style-type: none"> • Keeps updating all fix assets and inventories with sticker following LWD asset management policy. • Involves in counting/ review the asset and inventory list every quarter and six months – report to HO. • Develops request for trade-in and trade-out procedures if it is necessary • Keeps reporting when there is any damage or lose of asset immediately to line manager and program level.
6.4 To maintain office/ resident houses, equipments and vehicles	<ul style="list-style-type: none"> • Works with drivers for the regular check up the vehicles and provide the maintenance services. • Makes proposals for any maintenance and repairing of office and residential house. • Keeps follow up any maintenance service for all relevant equipments such as generator, computers, printers, photocopier, camera and etc.
6.5 To assist in administrative	<ul style="list-style-type: none"> • Coordinates correspondence and communication with related agencies of

and office management.	<p>respective project level.</p> <ul style="list-style-type: none"> • Assists in coordinating with visitors/ volunteers, travel plan and arrangements of their trip as appropriate. • Helps in arrangement of meeting/ workshop/ or training at the APO. • Works with cleaner and guards to make sure office is clean and safe.
6.6 To maintain the implementation of staff benefits and personnel administrative.	<ul style="list-style-type: none"> • Follows up staff personal accident and health insurances, ID. Cards, beneficiaries form, fill in claim form and process. • Assists in staff recruitment process – committee, applications, interviews, and other procedures if it is organized at APO level. • Keeps maintaining and arranging the personnel files/ documentations/ records following filing standards at respective project. • Prepares monthly staff movement to HRAD-PP not later than 15th in a month • Follows up the functions of staff association and keep reporting to APM/ HRAD.
6.7 To familiarize LWD’s policy compliance and additional obligations.	<ul style="list-style-type: none"> • Involves in procurement committee when there is requested from supervisor, • Provides awareness to subordinates and follows up some particular policy’s compliances: Child Protection, Gender Commitment, People with Disability, Codes of Conduct, Conflict of Interest, Information Technology, Asset Management and etc. • Uses, learns and acts on LWD’s feedback and response mechanism (FRM) in a constructive manner.
6.8 Others	<ul style="list-style-type: none"> • Performs other tasks that may be assigned by the supervisor.

8. Level of Responsibility & Authority:

This position entails technical coordination and direct supervisory responsibility for Drivers, Cleaner/Cook and Guards and maintain petty cash asset. This position is classified at Grade 05 in the LWD pay scale.

9. Job Requirements:

9.1 Technical skills & Experiences:

- At least two year of progressively responsible administrative/ logistic works with company/ government/ NGO.
- Good communication skills with rural population.
- Good command in spoken and written English, respectively willingness to improve English knowledge.
- Computer literacy in word/ excel etc.

9.2 Desirable qualifications:

- Formal qualification in economic science or business administration (at least Bachelor degree)
- Willing to work with the farmers in the remote areas and commitment to Cambodia's development
- Team spirit and attitude of service.
- Self confidence and initiative (Self starter)