

Position:	Administration Specialist
Division:	Management
Reports to:	Manager- Administration and Human Resources
Band:	C

### **Background & Project Description**

In September 2017, the U.S. Government's Millennium Challenge Corporation (MCC) signed a \$500 million compact agreement with the Government of Nepal. The compact aims to increase the availability and reliability of electricity, maintain road quality, and facilitate power trade between Nepal and India—helping to spur investments, and accelerate economic growth. The compact agreement is valid for a period of five years, and is currently in implementation stage, prior to Entry-Into-Force (EIF) at which time the five-year time period begins.

Pursuant to the aforementioned agreement, the entity charged with implementing the project has been established as the Millennium Challenge Account Nepal (MCA-Nepal) entity. This position will assume a critical role in the success of MCA-Nepal.

### **Position Objective**

The Administration Specialist will support in a range of administrative tasks including office utilities management, fleet management, office event management, office maintenance and office safety & security.

### **Duties and Responsibilities**

#### **Administration & Operations**

- Organizes logistics and materials for workshops, meetings, and events to support smooth-running activities;
- Processes visa applications, travel arrangements, travel disbursements, and other travel-related requirements in accordance with MCA travel policy in order to support programmatic activities;
- Initiates communication within the MCA Nepal and with external service providers, to ensure that logistical preparations for workshops, meetings, and events are in place allowing sufficient leeway in case of changes in schedule or venue;
- Facilitates customs clearance for import of goods to ensure imported goods are delivered on time;
- Manages utilities (water, electricity, telephone, internet etc.) are available and paid on regular basis;
- Ensures the office spaces are hygienic, clean and maintained all times with required office utilities in place;
- Coordinates with different units and departments and ensures close collaborations for day to day administration.
- Ensures office safety and security provisions are in place so as to create a safe working space

#### **Inventory & Asset Management**

- Maintains an inventory of office supplies and equipment ensuring that stocks are replenished on a regular basis and faulty equipment are repaired as needed facilitating workplace efficiency;
- Ensures the office equipment and assets insurances are in place with needful updates and follow up for claims, if any

#### **Record Management**

- Maintains filing systems and databases of all division and project documentation to ensure that activities are well-documented in support of planning and auditing processes.
- Facilitates the record management of all division by ensuring availability of office stationeries and files

#### **Fleet Management**

- Oversees logistic scheduling and ensures availability of drivers per project units/departments requests & needs;
- Manages insurance and assets pertaining to vehicle upkeep, maintenance and insurance protection;
- Manages fleet of drivers and ensure performance and accountability and excellent customer

care service;

- Manages service providers of drivers in case MCA-Nepal needs additional services and support;
- Facilitates travel arrangements including drivers and accommodations as needed in advance of field visits;
- Account for drivers schedule and time and also any over-time or holiday works.

Performs other tasks and special projects as assigned.

**Position Requirements** (*Education, Experience, Technical Competencies*)

- Minimum Bachelor's Degree in Business Administration or equivalent field
- Demonstrated three (3) years of cumulative work experience preferably in administration function.
- Excellent communication, coordination skills, supervisory skills;
- Demonstrated ability to deliver administrative support in fast paced multi-cultural work environment

This Position Description is subject to revisions/updates as necessary to ensure alignment to the organization's strategic direction and structure. Revisions to the description are subject to applicable Human Resources policies and procedures, and official versions of each Position Description are maintained by Human Resources.