Name: 
Position Title: Administrative Associate
Reports to: Head of Finance & Administration

I. Major Responsibility: Under the direct supervision of Head of Finance & Administration, supervises, coordinates, and ensures that all administrative tasks in the office are carried out in accordance with WWF established policies and procedures. Provides administrative support by equipping, furnishing, maintaining the office, and providing logistic support to all staff members.

II. Major Duties and Responsibilities:

1. Office Administration & Maintenance
Supervises the office messengers and drivers to ensure that the maintenance of office premises and all equipment are duly taken care of including those in the common pool and shared areas such as the meeting halls.

Oversees office functionality in general and checks all individual offices are adequately managed and staffs are comfortably settled in. Ensures to take immediate corrective action for any malfunctioning in office premises and equipment.

Responsible for setting up office and other logistics prior to new staff arrivals in coordination with Human Resources unit.

2. Procurement
Shall be responsible for initiating procurement based on the requisition of the staff and units and proactively ensuring that office supplies are always available.

Negotiate with transport operators/vehicle rentals, hotels, travel agencies, and other vendors. Upon receiving purchase requisition from other departments, takes initiative for local procurement from reputed and authorized vendors after approval from the concerned.

Shall be responsible for checking bills and maintaining all purchase related records with supporting documentation of financial transactions for payment and settlement processes to ensure correctness and compliance as per WWF Nepal policy and getting them audited whenever required. Regularly surveys the market for cost variations and keeps information at hand.

3. Vehicle Management
Supervises the drivers to ensure that all vehicles are well-maintained and ensures proper use of the vehicles. Also administers the running conditions of the office vehicles ensuring compliance of WWF policies and procedures.

4. Third Party Contracts Management
Manages contracting agreements for insurance of vehicles, cash-in-transit and vault, and accidental insurance of grantee. Also, manages agreements for Information & Technology, Solar Backup system, Office building lease, EPABX, and Outsourcing companies.
5. **Safety of Office Assets**
Ensures proper storage and use of valuable office items and other sophisticated equipment. Ensures the security and safety of the office assets. Takes note and forwards notice to Head of Finance & Administration for taking corrective action of any malfunctioning in office premise and equipment.

6. **Supervision of Outsourced Services**
Coordinates with outsourced agencies for IT, Security and Facilities to ensure effectiveness of services provided with them.

7. **Maintenance of official records & filing**
Maintains a record of all procured goods in coordination with the Office Messenger for all disposable items along with other records (Insurance, Vehicle, IT, Third-party contracts, etc.)

8. **Other Duties**
Performs other related duties directed by supervisor as and when required.

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### III. Supervisory Responsibility:
Office Messengers, Drivers

### IV. Standard Deliverables:

i.) Ensure timely supplies of regular items.

ii.) Ensure all office equipment are in running condition and that comfortable working space is available to all staff.

iii.) Tracking of recurring expenses

iv.) Weekly back-ups for IT

v.) Ensure smooth functioning of all outsourced services at WWF.

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### V. Working Relationships

**Internal:** Interacts frequently with all office staff.

**External:** Interacts frequently with local businesses, consultants, and the WWF network.

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### VI. Minimum Requirement

1. **Knowledge:** Bachelor’s degree in Business Management/Administration, or a related field.

2. **Experience:** At least 2 years of experience in a similar position.

3. **Skills and Abilities:** Excellent computer skills in MS Office. Experience in using Inventory/Procurement software. Good English language skills, communication and coordination skills and the ability to work under pressure. The person must be able to handle complex processes/events. S/he should be a self-starter and a good team player.

Accepted by
Employee: ________________________________

Supervisor: ________________________________

Approved by
Country Rep: _______________________________