

act:onaïd Job Description and Person Specification

Job Title:	Procurement and Logistic - Short Term Support	Effective date	Oct 2026 – December 2026
Department:	Finance Sustainability & Admin	Job Family:	Admin Unit
Reports to:	Head of Finance Sustainability & Admin		
Location:	Country Office, Kathmandu		
Direct Reports:	Admin & Compliance Officer Associate Admin Officer		
Job Role			
Role Overview:	• The Procurement and Logistics STS will provide technical and operational support to the Administration Unit for the overall administration, procurement, logistics, safety and security, and assets and inventory management of AAIN. • The position will support the overall administration, procurement, logistics, and regular operations of the Admin Unit, including partner support requirements where required, ensuring timely, compliant, transparent, and cost-effective processes while providing technical guidance and capacity support to AAIN staff and partners.		
Organizational representation	• This position acts as focal person for AAIN in the admin and procurement management to ensure that guidelines, policy and systems are effectively implemented and understood by all staff • This position will coordinate with vendors and relevant stakeholders, and support liaison with government authorities and concerned civil society organisations as required for smooth and efficient organisational operation		
System Compliance	• This position is responsible to adhere/comply with approved organisational policies and procedures as well as donor compliances		
Strategy development	• This position participates in the development and provides positive inputs and critical comments for the formulation/update on administrative strategy, policies and procedures		
Organizational systems	• This position implements administrative policies and procedures and ensures that staff under supervision consistently follow approved policies, procedures, and established administrative processes. • This position is responsible for adhering to approved organizational policies and procedures		
Governance	• This position supports Head of Finance & Administration to ensure smooth and effective functioning of the Governance Sub Committee of the Board		

Key Accountabilities / Responsibilities	Key Activities
Budgeting and planning	• Develop and prepare budget and plan of administrative function to ensure that the control of expenditure and the disbursement of resources in administration in accordance with the established practice • Coordinate with concerned departments/units in procurement planning and provide technical support to the Finance and Fundraising teams in developing proposal budgets by providing relevant and realistic procurement-related cost estimates • Prepare and development of the quarterly performance plans and other statutory planning for the unit. • Support the Head of Finance & Administration in Plan and Budget Process • Monitor and ensure the cost effectiveness and value for money • Control of expenditure and the disbursement of resources of the budget in administrative function to ensure the compliance with financial policy.
Procurement Management	• Provide technical expertise and overall coordination for procurement activities of ActionAid International Nepal (AAIN), ensuring compliance with AAIN policies, procedures, donor requirements and applicable regulatory requirements. • Develop, coordinate and monitor the annual procurement plan and procurement schedules, ensuring timely implementation in line with approved budgets, programme requirements and organizational priorities. • Lead and provide technical guidance throughout the procurement cycle, from procurement planning, preparation of specifications/ToRs/BoQs and solicitation through evaluation, approval, contracting, delivery and contract closure, documentation and audit trail. • Coordinate the annual vendor selection/assessment process, including vendor due diligence, performance assessment and maintenance of an updated and approved vendor database. • Ensure that complete, accurate and properly organized procurement records are maintained throughout the procurement cycle, and are readily available for management review, internal/external audit and donor compliance requirements. • Provide technical oversight and support for emergency procurement, ensuring timely and appropriate procurement of emergency supplies and services while maintaining approved emergency procedures, competitive and transparent processes, necessary approvals, value for money and complete documentation/audit trails. • Continuously review procurement practices and recommend process improvements, standardization and efficiency measures to strengthen AAIN's procurement systems, controls, transparency and value for money. • Serve as Member Secretary/technical secretariat to procurement and tender committees, as assigned, and ensure proper recording and maintenance of committee proceedings, evaluations, decisions and approvals.

Monitoring and Reporting	• Monitor and periodically review Administration and Procurement work plans, annual procurement plans and key activities, tracking progress against agreed objectives, timelines and targets and identifying areas requiring follow-up or corrective action. • Monitor team performance, work plans and progress, ensuring timely reporting and providing relevant feedback and management information to the line manager. • Monitor the status of agreements, registrations, asset transfers and other key administrative requirements, ensuring timely follow-up and escalation of outstanding matters. • Ensure administration and procurement data, records and reports are accurate, complete and up to date, and analyse information to identify trends, gaps, risks and opportunities for continuous improvement. • Prepare and consolidate monthly, quarterly and annual reports on Administration and Procurement performance, including key achievements, challenges, risks, outstanding actions and recommendations, for management/SMT review. • Monitor and report on internal audit recommendations, risk mitigation actions and compliance gaps, ensuring agreed corrective actions are tracked and followed up to completion.
Staff Management	• Provide effective supervision, guidance and support to staff under the position, creating an enabling work environment for effective and timely delivery of responsibilities. • Participate in recruitment, review of job descriptions and setting of performance objectives and standards for supervised staff, in coordination with the relevant managers and People & Culture. • Conduct regular performance monitoring, feedback and appraisal of supervised staff in accordance with AAIN's Performance Management Guidelines and ensure required performance records are maintained and submitted to People & Culture on time. • Provide induction, coaching, mentoring, technical guidance and on-the-job support to strengthen staff capacity and ensure effective performance. • Allocate and monitor workloads, provide necessary facilitation and address performance, capacity or operational issues in a timely and constructive manner.
Capacity development	• Conduct training and capacity-building sessions for AAIN staff and partner organisations on administration, procurement and logistics processes, policies, procedures and compliance requirements. • Provide technical guidance, practical support and inputs to AAIN staff and partners on administration, procurement and logistics-related activities, including interpretation and application of relevant policies and procedures at both AAIN and partners' level. • Support partner organisations in strengthening and upgrading their procurement and administrative systems, including development of appropriate processes, tools and documentation.

	• Review and provide technical inputs on partner procurement plans, procurement documents, quotations, comparative statements, vendor selection and supporting documentation, where required. • Conduct capacity and compliance assessments of partner organisations to identify administrative and procurement capacity gaps and support the development and implementation of appropriate capacity-strengthening plans. • Provide ongoing guidance and supervision to relevant team members and partner focal persons, and facilitate knowledge sharing and continuous improvement in procurement, administration, logistics, compliance and risk management.
Liaison with the government and other organizations such as Social Welfare Council (SWC) District Administration Office, NGO Federation and line ministries and concern stakeholders.	• Take lead role for the AAIN General Agreement (GA) and Project Agreement (PA) approval from the Social Welfare Council (SWC) and concerned line agencies as per the SWC's policy and guideline. • Take lead role to renew AAN's registration in District Administration Office with required documents • Ensure that the administrative compliance requirements of the General Agreement (GA) and Project Agreement (PA) with the SWC are timely met. • Coordination with the SWC and government line agencies for the AAIN and AAN registration renewal, vehicle registration & ownership transfer, custom clearance of donated assets, etc. • Organize and coordinate for Central Project Advisory Committee (CPAC) and Municipality Project Advisory Committee (MPAC) meetings. • Coordinate with SWC and concerned ministries for Mid Term and Final Evaluation of registered projects and work with other departments and partner organisations for scheduling, information flow, travel and logistics arrangements. • Coordinate with SWC and concerned ministries for work permit and non-tourist visa for expatriates and international volunteers. • Coordinate for arrival visa for all international visitors and event participants • Ensure project information update in the Aid Management Platform (AMP) as per the Ministry of Finance
General administration/office management system effective and efficient	• Prepare all necessary reports as required of the organisational prioritizes like QPP, QPR, bi-annual report, Annual Plan and Report etc. • Periodic review of administrative systems and process and assess the need for development of new systems for specific requirements as appropriate. Provide strategic guideline and inputs to upgrade the administrative and procurement system. • Review and update the administrative policies/guidelines as required. • Set up systems and procedures to ensure the safety and maintenance of all organisational properties. • Facilitate and coordinate for the digitization of administration and procurement system. • Ensure the administrative functional activities align with the organizational priorities of the AA Nepal's CSP.

	• Collect & analyse feedback from department, vendors and partners to gauge for effective operation.
Office Upkeep, Repair & Maintenance	• Maintain the Office space management and ensuring the building meets Fire, Health and Safety requirements. • Coordinate with the waste management organization for the waste management (disposable and reusable) of the office and proceed for the agreement. • Closely coordinate with the selected outsourcing company for experienced and skilful staff for cleaning and repair works. • Provide proper instructions with the checklist and provide required information for the office cleaning and repair works. • Conduct periodic assessment of assets' working condition in coordination with all staff and technical staff from outsourced company and make necessary arrangement for the servicing, repair and replacement. For IT and office equipment, coordinate with IT staff and vendors for the servicing/replacement as per agreement or warranty provisions. • Provide feedback and review of the outsourced staff to the outsourcing company for the improvement.
Asset and Inventory Management	• Conduct periodic review of assets and inventories records to ensure that all the fixed assets including vehicles and inventories are up to date in the system and the assets are timely insured. • Lead the process of auction/disposal of the unused and damaged assets and equipment and maintain all the necessary documentation for donor compliance and audit purpose. • Ensure all the office assets, equipment and inventories on a timely basis to cover the risk of loss and damage. • Support for the auction/write-off/donation of unused office equipment as per the need and update the records accordingly. • Ensure issue of the equipment to staff as per request and receive that equipment after the staff exit and keep record properly. • Support for the auction/write-off/donation of unused office equipment as per the need and update the records accordingly. • Ensure issue of the equipment to staff as per request and receive that equipment after the staff exit and keep record properly. • Ensure the timely physical verification of fixed assets and inventories and timely submission of its report to Head of Finance & Admin. • Ensure that an efficient and effective store management system is in place so that appropriate levels of supplies are maintained all the time.

Logistics and Events Management	• Provide guidance to admin staff for ensuring for smooth and effective logistics arrangement in the organisational events. • Coordinate for high level visits, local conferences and events, as required. • Manage international events and visitors; with support from direct reports. • Ensure the safety and security of the venue, vehicle & accommodation for the international visitors as per the updated Global Safety and Security policy. • Communicate with international event participants and visitors regarding travel and accommodation arrangements, health, safety & cultural protocols to be followed before travel and during their stay in Nepal
Vehicle Management	• Ensure effective and efficient utilization of office and hired vehicle management of ActionAid Nepal Policy and procedure.
Safety and Security Management	• This position is the overall Safety & Security Focal Point of AA Nepal. Among others, the main duties would be- • Conduct six-monthly safety and security risk assessment and submit to the SMT with recommendations for necessary decision-making. • Keep the Organisation's Safety & Security Plan/Procedures up to date. • Ensure that full safety/security mechanisms are in place in the office and with respect to official travels by staff. • Coordinate with HROD to conduct regular safety & security trainings, drills and awareness sessions. • Support Crisis Management Team (CMT) on safety/security matters. • Engage with the Global Safety & Security Team and act in accordance with the global guidelines (with appropriate contextualisation) • Represent AA Nepal the relevant forums for learning sharing and relationship building. • Update the Safety and security risk assessment and the safety and security plan and procedure every six months as per Global Safety and Security policy. • Coordination and report to Global Safety and Security Advisor • Provide orientation about the safety and security information to staff especially during their travels. • Ensure the safety and security in the office as per the policies. • Ensure all the international visitors are visited Nepal with approved security risk assessment and the staff from Nepal are also travelled with approved security risk assessment in the high-risk country.
Green Initiation	• Leading for Green Initiation activities in AAN • Coordination with the international and national green champions • Provide report footprint to head of the Green Champion and GA • Prepare and update the Environment policy of AAN with coordination green champions.

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Others	- Take lead role in assessing the risks during emergencies. - Follow the auditors' recommendation and prepare action plan to mitigate and minimize risk. - Any other tasks as assigned by line manager
Typical People Management Responsibility	
Approximate number of people managed in total	1-2
Matrix Manager – (projects/dotted line)	NA
Team Leader	
Manager of Team Leaders/Managers	No
What is the global remit? Operates in:	
Own country	Yes
Geographic Region	Nepal
Multiple Geographic Regions	No
Remit covers all ActionAid countries	No
Financial (limits/mandates)	As per AAIN Scheme of Delegation
Direct departmental budget:	As per AAIN Annual Plan & Budget
Organization-wide expenditure	As per AAIN Annual Plan & Budget
Key Relationships to reach solutions	
Internal (to ActionAid or team)	External
All departments of AAIN, international and Regional Offices	Other INGOs, Government Line Agencies, Alliances and other stakeholders
Person Specification	
Education & Essential Experience	- An MBA or a master's degree in administration/management or its equivalent from a recognised university/institution with 5 years of experience in relevant field. OR - Bachelor's degree in administration/management or its equivalent from a recognised university/institution with 7 years of experience in relevant field. - Experience in emergency procurement and logistics would be an advantage. - Experience providing procurement/logistics technical support or capacity building to partner organizations would be highly desirable. - Experience of working in multi-cultural environment - Budget management experience
Essential Knowledge	Thorough understanding of development and human right issues in the country

	• Sound knowledge in the political, social, economic and historic environment in which ActionAid's poverty alleviation programmes are operating • Understanding of the project cycle management and role/significance of finance and administration in the cycle • Good understanding of financial best practices in non-profit organisations
Language proficiency	• Excellent communication skills (reading, writing, listening and speaking) in both English and Nepali
Essential Skills	• Excellent people/interpersonal skills including listening, communication, coordination, collaboration and influencing • Proven self/people management skills • Good understanding of NGO/INGO procurement and donor compliance requirements. • Expert in analysing data and translating them into easily understandable user-friendly information • Skilled at solving problems using innovative approach good knowledge of procurement principles, competitive procurement processes and documentation. • Strong skills in procurement documentation, comparative analysis and vendor management. • Good coordination, negotiation and problem-solving skills. • Ability to work under pressure, meet deadlines and manage multiple urgent procurement and logistics requirements. • Ability to provide practical coaching and technical guidance to staff and partners

This Job Description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned by the line management as necessary according to organizational needs.

It is part of every staff member's responsibility to contribute to AAIN's mission and comply to AAIN's values, which are: *Mutual respect, Equity and justice, Integrity, Solidarity with the people living in poverty and exclusion, Courage of conviction, Independence, Humility.*