

Job Description

Logistics & Finance Coordinator – Bhotekoshi Flood Response 2026

Opening: 1 position

Location: Kalikasthan

Duration: 1 September 2026 to 31 October 2026 (with possibility of extension)

Reports to: Reshma Bhattarai Head of Systems and Operations

Introduction

People in Need (PIN) is a non-governmental, non-profit, international organization founded in the Czech 1992. PIN arrived in Nepal as part of a humanitarian response to the April 25, 2015 earthquake. Since its inception in Nepal, PIN has had a strong role in designing and facilitating systemic solutions advocating for and addressing the needs of vulnerable populations affected by disasters including person categories who live in geographically remote areas of the country, historically marginalized ethnic groups, and those marginalized because of their age and/or gender identity. Currently, PIN Nepal is implementing programmes under three strategic pillars 1) Emergency response and recovery, 2) Climate resilience, and 3) Civil society and inclusive governance. PIN Nepal team works in and promotes strong partnerships with civil society, Government of Nepal, academia, private sector and other key stakeholders in Nepal. Together with them, PIN Nepal has become one of the pioneer organizations advancing programmes such as landslide disaster preparedness and anticipatory action, climate and flood resilient housing, durable local solutions, climate change modelling for more inclusive and efficient local decision-making, girls and inclusive education, waste management and circular economy approaches. PIN is strongly committed for safeguarding of children and vulnerable adults, including persons with disabilities, in line with its safeguarding framework and child protection policy.

Scope of Work

The Logistics and Finance Coordinator is responsible for managing financial and logistics functions of the emergency response project, ensuring compliance with PIN policies, donor regulations, humanitarian standards, and Government of Nepal requirements. The position oversees financial transactions, accounting, procurement, logistics operations, warehouse management, transportation, asset management, and supply chain activities to ensure timely delivery of assistance and effective project implementation.

All PIN staff agree to:

- Comply with all relevant PIN policies, Country Program Policies, and guidelines related to their position.
- Show a strong commitment to the inclusion of all groups within Nepal and dedication to PIN Nepal's Inclusion Guidelines.
- Perform and accurately complete administrative tasks related to their position.

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- Strive for quality in all aspects of their work and ensure the highest quality performance of the Country Program.
- Maintain a positive attitude and promote a professional & productive working environment across all staff, departments, and among all of PIN's partners.
- Adhere to PIN Code of Conduct and key policies including Anticorruption Policy, Child Protection Policy and Safeguarding Policy.

About the Project

People in Need (PIN) is implementing an Emergency Flood Response Project in Rasuwa District to provide timely humanitarian assistance to flood-affected communities. The project focuses on addressing immediate humanitarian needs through emergency relief, early recovery support, and the restoration of essential services while ensuring accountability, compliance, and efficient use of resources.

Key Summary of Functions

The Finance and Logistics Coordinator is responsible for ensuring efficient financial management, procurement, asset management, warehousing, transportation, and compliance systems for the Rasuwa Flood Emergency Response Project. The position supports timely delivery of humanitarian assistance by maintaining strong financial controls, transparent procurement processes, effective supply chain management, and adherence to organizational, donor, and Nepal government regulations. The role works closely with program, operations, and field teams to ensure resources are utilized efficiently and accountably in a fast-paced emergency response environment.

Finance Management

- Manage day-to-day financial operations of the project in accordance with organizational and donor requirements.
- Prepare cash forecasts, monitor project expenditures, and ensure sufficient liquidity for field operations.
- Process payments, advances, settlements, and maintain accurate accounting records and supporting documentation.
- Conduct regular budget monitoring and provide variance analysis to project management.
- Support preparation of financial reports, forecasts, and donor financial documentation.
- Ensure compliance with internal controls, financial policies, statutory requirements, and audit recommendations.
- Coordinate with banks, vendors, and relevant authorities on finance-related matters.
- Assist in project budget preparation, revisions, and financial planning.

Procurement and Supply Chain Management

- Lead procurement processes in compliance with organizational procurement policies and donor regulations.
- Prepare procurement plans aligned with project implementation needs.
- Conduct supplier sourcing, quotations, evaluations, and contract administration.
- Ensure procurement documentation is complete, transparent, and audit-ready.

- Monitor supplier performance and maintain an updated supplier database.
- Support efficient sourcing of relief items, services, equipment, and works required for emergency response activities.

Logistics and Asset Management

- Oversee receipt, storage, inventory management, and distribution of project supplies and relief materials.
- Ensure proper warehouse management practices and inventory controls.
- Maintain accurate stock records, asset registers, and logistics documentation.
- Coordinate transportation and delivery of goods to field locations in a timely and cost-effective manner.
- Conduct regular physical inventory and asset verification exercises.
- Ensure proper tagging, maintenance, and disposal of project assets in accordance with organizational procedures.

Compliance and Risk Management

- Ensure compliance with donor requirements, organizational policies, and Nepal government regulations.
- Identify financial and operational risks and recommend mitigation measures.
- Support internal and external audits and facilitate implementation of audit recommendations.
- Maintain proper filing systems for finance, procurement, and logistics records.

Coordination and Reporting

- Coordinate closely with program teams to ensure operational support meets project needs.
- Prepare regular finance, procurement, and logistics updates and reports.
- Participate in project planning, coordination meetings, and emergency response activities as required.
- Support rapid operational decision-making during emergency deployments and response scale-up.

Requirements

Education

- Bachelor's Degree in Finance, Accounting, Business Administration, Logistics, Supply Chain Management, Management, or a related field.

Experience

- Minimum 3-5 years of relevant experience in finance, accounting, logistics, procurement, supply chain management, or humanitarian operations.
- Experience working in NGO/INGO projects.

- Experience in emergency response, disaster management, or humanitarian programming is preferred.
- Experience in inventory, warehouse, procurement, and financial management systems is desirable.

Required Competencies

- Knowledge of financial management, accounting, and bookkeeping principles.
- Understanding of procurement and supply chain management processes.
- Knowledge of Nepal tax regulations, VAT, and TDS requirements.
- Strong skills in inventory and warehouse management.
- Proficiency in Microsoft Excel and financial/accounting software.
- Strong planning, organizational, and reporting skills.
- Excellent coordination and communication skills.
- Ability to work independently in a fast-paced emergency environment.
- High level of integrity, accountability, and attention to detail.
- Fluency in Nepali and good written and spoken English

Additional Requirements

- Willingness to travel extensively to flood-affected areas.
- Ability to work beyond normal office hours during emergency operations.
- Commitment to humanitarian principles, safeguarding, and protection standards.

Note: The position requires flexibility and rapid deployment to support emergency flood response activities as required by the project.