**TERM OF REFERANCE**

Administration and Human Resources Specialist

**Qualifications and Experience:**

The Administration and Human Resource Specialist should have a Master’s Degree in public administration and human resource management or a relevant subject. S/he should have at least 7 years of experience in a similar position, with at least five years for an international organization. S/he shall have very good written and spoken English.

Under the overall guidance and supervision of the Team Leader, the AHR Specialist will perform the following tasks:

**Duties and Responsinbilities:**

1. Office management and day-to-day administration, responsible directly for Administrative Assistant, the messenger, and for the drivers
2. Liaison with the technical, social development and other staff to ensure that they are aware of all of the Unit’s administrative systems and procedures;
3. Coordinate for management of drivers and vehicle movements in an efficient manner;
4. Advise TL on the private hire of vehicles by staff, permission and checking;
5. Certifying driver’s overtime and allowance claims;
6. Preparation of consultant’s/contractor’s/interns agreements and contracts, in accordance with programme rules and regulations, and in close association with the Financial Management Specialist regarding budgetary provision;
7. Management of insurance for programme staff including district team, liaison with insurance companies to process claims;
8. Management of logistics for seminars, workshops, and any other events as directed by the Team Leader;
9. Production, editing and compilation of reports and assistance to technical staff with the production of their technical reports, including printing and publishing;
10. Oversee filing and library management;
11. Make arrangements for Translation and Nepali typing if and when required; and
12. Advising the Team Leader on procurement, awarding of contracts and payment procedures and supplying the required information. S/he shall be a permanent member of the procurement committee;
13. International procurement and local procurement (where tenders/quotations are required) in accordance with GoN and SDC procurement procedures of goods and services, liaise with the Financial Management Specialist when necessary. Oversee local procurement (by direct purchase);
14. Effective and efficient inventory management, including include programme office at centre and district offices;
15. Liaison with SDC on security issues, passing on security information to all staff immediately (via memos, meetings, email, SMS and the security notice board) and feeding back to SDC details of incidents that occur regarding implementation, following consultation with the Team Leader;
16. Informing the Team Leader on various matters that may affect the security of the staffs, offices and equipment, in Kathmandu and in the districts;
17. Be available for contact 24hrs per day as a security focal person;
18. Ensure that all staff are kept up to date on security policy and practice and recommend staff for security training at SDC or other training institutions as necessary;
19. Coordination with the field offices, managing rent and payments for such offices in association with the Finance Department. Initiate and make regular field visits to all field offices (at least once every year to each district) to check and support on the administration and management of offices and any PMISC related administrative matters;
20. Liaison with GoN, participating districts and any other programmes / projects and agencies with which programme has a working relationship or interest. Liaison should be in coordination with the Team Leader;
21. Overall responsibility for office cleaners and maintenance of office premises;
22. Oversee management of the PMISC computer hardware and software packages;
23. Oversee management of the PMISC vehicles, servicing and maintenance;
24. Maintain a file of relevant newspaper articles relating to the Programme; and
25. Carrying out other tasks that may be assigned from time to time by the Team Leader.