

Terms of References for Office Manager

Job Title: Office Manager

Location: PMU UEAP (ADB) Uttarakhand, Dehradun

Contract term: One year with possibility for extension

Start date: Immediately

Responsible to: Program Director PMU UEAP Uttarakhand, Dehradun

Responsible for: Office management activities of PMU.

BACKGROUND:

In June 2013, the north Indian state of Uttarakhand and adjoining regions experienced heavy rainfall due to a cloud burst causing devastating landslides and flash floods. The rainfall during the period of June 15 – 18 recorded to be 375 % above the normal rainfall resulted in a total human live loss of 580 as reported by the State Govt. of Uttarakhand (GoU) with more than 5400 still reported as missing. The region is amongst the country's most important pilgrimage centers and the disaster occurred during the peak pilgrimage season leaving over 70,000 tourists and over 100,000 locals stranded in the upper reaches of the mountain terrain. As per the preliminary assessment report by the GoU and UN, total local population affected is recorded as 110,000, 4200 villages affected, 9200 cattle / livestock lost, 3320 houses fully damaged.

The Government of Uttarakhand was extremely proactive in relief operations in the immediate aftermath of the flood and also received support from GoI for this. The project will support the recovery of communities from the flood event in the priority affected districts of Uttarakhand.

Objective

PMU UEAP ADB is seeking a expert who are familiar with office procedures and standards in particular with the Government sector.

Scope of Work

He / She will be responsible for office management activities to assist the PMU in the implementation of the ADB assisted project in Uttarakhand with focus on the following tasks.

1. Day to day management, upkeep and maintenance of office equipments and fulfilling requirements of various officials pertaining to office support staff.
2. Help the PMU to prepare reimbursement documentation with respect to office expenses in the project implementation unit.
3. Maintains office mail systems and other relevant document for PMU.
4. Event /training management
5. Office record keeping.

Expected Results/Final Deliverables:

- Assessment of requirement in PMU / PIU office and report submission to PD Coordinate with procurement section to prepare document for advertising the quotation/notices or Collection of quotation for various shopping activities.
- Comparative study of the various quotations and put it to purchase committee for petty purchases.
- Developing and maintaining procedures for the effective control of project purchasing procedures to ensure cost control;

- Collection /receiving of the supplied item as per the specification. He will ensure documentation regarding all the purchase as per ADB guidelines.
- Supervising the commissioning of the various office management related process and recommending the issuance of provisional or final acceptance certificates.
- Follow specifications and purchase conditions to ensure completeness, accuracy and compliance with standards;
- Perform other duties as required by the Program Director, PMU UEAP Uttarakhand.

Reporting: The officer will report to the Program Director.

Qualifications and experience

Provide expertise for office management related issues;

1. Knowledge of office management;
2. Knowledge of the Government of Uttarakhand and the ADB systems and processes;
3. Ability to perform a broad range of specialized activities related to office , event management , execution and their management Processes,
4. Demonstrate strong IT skills - Computer literacy, in particular experience with MS office, MS project and AutoCAD etc.
5. Education: Graduate As per mentioned in the advertisement against the post(s)
6. Experience of 5 year experience from reputed government department/organizations in Office management preference for good communication skill in English.
7. Experience in ADB / externally aided projects. Knowledge of MS office, MS project system will be preferred.