

## Admin & Logistics Manager

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Company: Civil Society Support Program (CSSP)

Location: Hyderabad City Taluka

Category: other-general

Posted date

9th April, 2024

Last date to apply

18th April, 2024

Country

Pakistan

Locations

Hyderabad

Category

Administration

Position

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Duties and Responsibilities:

Procurement Management:

To prepare procurement plans and monitor their implementation.

Receive and review Purchase Request (PR) in accordance with the plan, TORs including specifications and budget.

To prepare the Terms of Reference (TORs)/ technical specifications in consultation with the relevant technical staff using standard documentation, and participate in evaluation of bids, pre-qualification of suppliers, etc.,

To prepare Request for Quotations (RFQs) and circulate to vendors and advertise where required. In cases of tendering, follow the standard tendering process.

To issue purchase orders (PO)/develop contracts in accordance with the procurement policy and as per the PR and specifications.

To conduct the pre-qualification process for suppliers as per the policy and procedures

To ensure documentation of all steps of the procurement processes by maintaining required documents, reports, meeting minutes, obtain approvals.

To act as focal point for communication / coordination with vendors / suppliers.

To maintain vendor database including an up-to-date vendor list of classified suppliers (E.g., Stationary, food, furniture, equipment etc.) and ensure the list is updated on regular basis.

To conduct periodic market survey/assessment and develop tools related to market survey / vendor registration.

To ensure that all procurement record is accurately maintained including both hard and soft data.

To ensure full compliance of the organization's Procurement policy Manual and other regulations including PPRA and SPRA Rules, as well as taxation requirements.

To coordinate with the procurement committee and facilitate all procurement evaluations for each solicitation.

To oversee fleet concerns that includes coordinating with the suppliers/service providers for the delivery and transportation of the goods /supplies for the program with observance of safety & security protocols

Administration:

Supervise and ensure overall office maintenance, including electronics, furniture and fixtures;

Keep track of activities of concerned sections and regional offices with regards to cost effective management of resources and their maintenance and operational costs, such as lease, utility and security affairs etc.;

Review, negotiate and authorize all service contracts;

Coordinate and follow up for timely adjustment of advances and payments to vendors related to admin, logistics, fleet and other operations related activities;

Assess and report on Administration requirements, plans, progress and gaps for timely corrective actions and compliance;

Initiate, coordinate and review all Admin requirements as per program budgets and in accordance with donor requirements;

Ensure that field offices are provided with necessary admin support for smooth project operations.

Supervise the tracking of Stationery stock, other consumable office supplies

Manage the office petty cash and ensure that proper documentation is completed for reconciliation.

#### Inventory Management:

Ensure that inventory is properly tagged, and update the asset/inventory record according to the policies and procedures.

Update inventory register/database whenever there is a new purchase, asset movement, asset issuance, receiving and disposal;

Initiate process for disposal. Maintain record of asset disposal i.e. auction, donation, destruction write-off etc.;

Control access to the equipment and take reasonable security precautions to discourage loss and theft of items;

Establish a check-out/check-in system for property items that are used by multiple employees (for example, cameras, laptops etc.);

Supervise maintenance of generators and vehicles as per schedule and that repairs are carried out in an effective and timely manner in coordination with concerned staff

Perform an annual physical inventory check and submit a comprehensive report to senior management

Keep record of warranties and plan maintenance accordingly

#### Fleet Management:

Ensure transport needs are met on time and efficiently managed with sound transport need

scheduling so that operational and programmatic activities run smoothly.

Facilitate organization owned and rented Vehicles are maintained in good and secured conditions at all times in coordination with Project Officers and other responsible staff members.

Ensure efficient utilization of available vehicles and any other transport resources and monitor associated running costs are maintained at reasonable range at all times.

Education:

Bachelor's degree in Business Administration, Supply chain management, or similar field

Experience:

At least 5 years of proven experience in procurement and logistics management, preferably in a non-profit or development organization.

Skills & Competencies:

In-depth knowledge of procurement regulations, including PPRA and SPRA Rules, and taxation requirements.

Strong analytical and problem-solving skills, with the ability to make sound decisions in complex situations.

Excellent organizational and multitasking abilities, with a keen attention to detail.

Proficiency in digital tools and systems for procurement and logistics management.

Effective communication and interpersonal skills, with the ability to collaborate with diverse stakeholders.

Leadership qualities, with the ability to motivate and guide team members effectively.

Commitment to upholding ethical standards and promoting transparency in procurement practices.

Ability to work as part of a team.

Apply By:

How to Apply:

Please send your application to [hr.recruitment.ngo@gmail.com](mailto:hr.recruitment.ngo@gmail.com) by or before 18th April 2024

Your application MUST include an updated CV and a cover letter explaining your interest and

suitability for the position.

Note: Please note that only shortlisted applicants will be called for test and interviews.

Women professionals are encouraged to apply.

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