

JOB DESCRIPTION OF ADMINISTRATIVE OFFICER**Job Context**

1. Job Title	Administrative Officer
2. Job Location	AVC Dhaka Office
3. Supervisor	Operations Specialist
4. Supervisee	N/A

Purpose Description

DAI, an international consulting firm based in the United States, is currently accepting applications from candidates for an Administrative Officer position to support the U.S. Agency for International Development (USAID) Agricultural Value Chains Project in Bangladesh (AVC). To ensure improved food security in Bangladesh, AVC is working with local businesses and organizations to strengthen agriculture value chains in Feed the Future (FtF) regions of Bangladesh. The goal of this project will be achieved through broad-based economic governance, which enhances long-term food security by applying a market systems approach. The project will target 20 districts comprising the Southern Delta.

The Administrative Officer manages all operations and small procurement in compliance with USAID rules and regulations and DAI policies and procedures. This position will ensure the proper functioning of administrative and compliance processes in coordination with AVC staff and its partners.

I. Main Roles and Responsibilities**AVC Closedown Tasks:**

- Support AVC's team in the planning of all activities and steps in the initial stages of the project close down.
- Support AVC's team to perform the administrative closing procedures of procurement and grants files.
- Ensure that all hard copy and TAMIS file audits are complete and properly stored.
- Complete file management tasks by following AVC's project record map for all hard copy and TAMIS files for close down box up and shipment to DAI Bethesda.



- Assist Operations Specialist with the closedown of regional offices and movement of files to AVC Dhaka office.

Grants Tasks:

- Grant File Archiving
- Grants File Audit (Hard copy and TAMIS)

Procurement Tasks:

- Support procurement team in maintaining purchase orders and subcontract files by ensuring they include all necessary accounting documentation and are prepared for auditors.
- Support team to participate in the archiving of purchase orders and subcontracts, ensuring that implementation documents, including clearances, contracts, amendments and final reports, are prepared for archiving.
- Payment Request for Purchase Orders and Independent Contractors.

Administrative Tasks:

- Maintain relationships with office landlord and landlord manager;
- Manage utility (Internet, landline, cell phone, gas, guard, water, electricity, generator fuel suppliers, etc.) service agreements;
- Coordinate services calls for office equipment (printers, generator, photocopier etc.); repairs and office maintenance;
- Maintain and ensure adequate stock of office stationery and other supplies;
- Schedule and arrange travel requirements for staff and short-term consultants including air tickets, airport pickup and hotel stay;
- Coordinate vehicle usage among staff and review vehicle distance logs
- Process expatriates' visa extensions and customs clearance of expatriates' household effects;
- Ensure order and cleanliness of all areas of the office;
- Provide logistics/administrative support to organize different meeting, training, workshop events;
- Audit inventory tagging and updating of project assets on a regular basis or as required.
- Submit purchase requisitions for all office supplies as needed by project staff.
- Other duties as assigned by the Operations Specialist those are consistent with the overall focus of the assignment.



II. Knowledge Management and Teamwork Roles and Responsibilities

- Perform roles and responsibilities in the project and always work with team approach with respectfulness
- Actively participate in AVC knowledge sharing and learning events and meetings
- When appropriate produce research papers designed to shape the dialogue on system issues related to the application of market systems approaches and your role in AVC
- Participate in system workshops and meetings and represent AVC at relevant conferences

III. Compliance Roles and Responsibilities

- When appropriate coordinate with Team Managers in managing contractual relationship and grant agreements in developing these service markets
- When appropriate ensure required monthly financial reports and returns to the Finance and Administration Unit have been prepared and submitted by managers
- Participate in field travel especially in the Southern Delta region
- Ensure compliance to all AVC policies and procedures

Education, Experience and Skill Requirements

Education/qualifications:

Essential -

- Educated to Bachelor degree level or equivalent in a relevant discipline

Desirable -

- Master's degree in a relevant discipline

Experience:

Essential -

- At least 5years' experience with similar development programs of projects;
- Financial management and reporting

Desirable –

- 10 years relevant experience
- Managing lease and other agreements

Skills:

Essential -

- English
- Communication and interpersonal skills
- Work in teams



- Effective learning and sharing
- Use of MS Word, Excel, PowerPoint and Outlook

Desirable -

- Prior knowledge and exposure to a market systems approach, or value chain analysis
- Ability to facilitate stakeholder workshops
- Making presentations to small and large groups