

CARE INTERNATIONAL ROSTER FOR EMERGENCY DEPLOYMENT (CI RED)

TERMS OF REFERENCE – ADMINISTRATION

Purpose / Role

Ensure the necessary administrative infrastructure and support systems are in place for the rapid and effective mobilization. The TOR for this position will vary depending on the other positions that are present to include: procurement, logistics, HR, safety and security.

Responsibilities and Tasks

1. Administration/ Office Management

- Work closely with the Logistics and Program Support officer to assess the needs and oversee the installation of office equipment, supplies, utilities (stationary, filing systems, photocopier, furniture, water, electricity, etc).
- Ensure suitable offices are found, contracted etc to support operations
- Ensure office premises, accommodation and compound are managed, maintained and meet assessed required security standards.
- Liaise with fleet manager/logistician to ensure suitable planning of vehicles, vehicles are insured and maintained.

2. Inventory management

- Ensure all procured items are entered into the CO inventory database and are suitable marked/identified
- Ensure equipment tracking procedures are in place so that equipment may be tracked from location and user.
- Ensure all staff are aware of procedures and following them

3. procurement

- Ensure procurement policies and procedures are in place
- With the Team Leader and the CD manage the need to adopt emergency procurement guidelines
- Coordinate with program, logistics and finance to ensure timely, effective and accurate procurement takes place.

4. Staff support

- Ensure suitable accommodation and transport in place for RED team staff and visiting CARE staff
- Ensure suitable guidelines are available with contact information, maps, for visiting international staff and RED team
- Ensure appropriate communication needs of staff and visitors are in place

5. Communication/information management

- Ensure receipt and tracking of all incoming/ outgoing communications (letter, fax, email).
- Establish an effective standardized filing system that can provide easy access to information and proper documentation of all mission correspondence.
- Establish personal mail system for international staff.
- Establish secretariat to attend to day-to-day administration/ filing/ receipt & dispatch of mail/ secretarial needs.
- Work closely with the Telecommunications Officer to organize the installation of office communications / information management facilities and systems (telephone, fax, computers, e-mail, internet, sat phone).

6. Security

- Work closely with the Security Officer to ensure appropriate steps to safe-guard office premises and residential property (guards, locks, lighting, alarms, fire equipment).
- Working with HR ensure that all staff and visitors are briefed on security procedures and concerns

7. Financial Management

Work closely with the Finance Manager to:

- Ensure procurement planning is coordinated and cash flow reflects needs
- Expense planning and cash flow is coordinated
- Assist in planning payments of vendors

Key Internal Contacts

Team Leader, Finance and Administration Manager, line management Human Resources Department, all emergency response personnel

Key External Contacts

Relevant host government departments administrating national legislation and local labor laws. International Embassies.

Reporting lines

Reports to the RED Team Leader

May have human resources, administration and office staff reporting to this position

Selection Criteria

Core Competencies

- People Skills: Ability to work independently and as a team player who demonstrates leadership and is able to support and train local and international staff and also able to work with disaster affected communities in a sensitive and participatory manner.
- Communication Skills: Well developed written and oral communication skills. Able to communicate clearly and sensitively with internal and external stakeholders as a representative of CARE. This includes effective negotiation and representation skills.
- Integrity: Works with trustworthiness and integrity and has a clear commitment to CARE's core values and humanitarian principles.
- Resilience/Adaptability and flexibility: Ability to operate effectively under extreme circumstances including stress, high security risks and harsh living conditions. Works and lives with a flexible, adaptable and resilient manner.
- Awareness and sensitivity of self and others: Demonstrates awareness and sensitivity to gender and diversity. Have experience and the ability to live and work in diverse cultural contexts in a culturally appropriate manner. Has a capacity to make accurate self-assessment particularly in high stress and high security contexts.
- Work style: Is well planned and organized even within a fluid working environment and has a capacity for initiative and decision making with competent analytical and problem solving skills.
- Knowledge and skills: knowledge of CARE policies and procedures, Sphere and the Red Cross/ NGO Code of Conduct. Requires general finance, administration, information management and telecommunication skills and proficiency in information technology/ computer skills.
- 3 – 5 years humanitarian aid experience.
- Multiple language skills desirable.