

SAVE THE CHILDREN MONGOLIA OFFICE(JAPAN)

JOB DESCRIPTION

Administration Assistant	
TEAM/PROGRAMME: Admin	LOCATION: Save the Children. Mongolia office, Ulaanbaatar
GRADE: B4+	POST TYPE: 3 months
Child Safeguarding: (choose any level from the below) Level 2 - the responsibilities of the post may require the post holder to have occasional contact with or access to children or young people	
ROLE PURPOSE: To implement activities relating to procurement and logistics humanitarian projects and administration department of SCJ Mongolia office. This role will support important logistics and procurement functions for emergency projects, under the supervision of the AHRM Manager.	
SCOPE OF ROLE: Reports to: AHR Manager Staff directly reporting to this post: n/a	
RESPONSIBILITIES: The administrative assistant will report to the AHRManager and undertake the following core activities: • Work closely with the admin team to anticipate their requirements in all matters related to their immediate and short-term schedules and daily activity of the office. • Prepare monthly (internal) reports describing the activities implemented, outcomes, and issues encountered. • Coordination of program logistics; implement the country logistics policies and procedures for the management of the supply chain, including one or more of the following areas; procurement, transport and distribution, warehousing and stock management, management of vehicle fleets, communication systems, and assets • Ensure that Save the Children minimum standards of logistics procedures and country policies are implemented and adhered to in the area of responsibility, supporting relevant staff as required • Ensure that all office equipment and facilities work properly and comply with health and safety regulations • Performing general admin duties (such as photocopying, faxing, mailing, and filing) • Help day-to-day running of the office.	
SKILLS AND BEHAVIOURS (our Values in Practice) Accountability: — Holds self-accountable for making decisions, managing resources efficiently, achieving and role modeling Save the Children values — Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance, and applying appropriate consequences when results are not achieved Ambition: — Sets ambitious and challenging goals for themselves (and their team), takes responsibility for their own personal development, and encourages others to do the same — Widely shares their personal vision for Save the Children, engages and motivates others — Future orientated, thinks strategically. Collaboration:	

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- Builds and maintains effective relationships, with their team, colleagues, Members, and external partners, and supporters
- Values diversity, sees it as a source of competitive strength

— Approachable, good listener, easy to talk to

Creativity:

- Develops and encourages new and innovative solutions
- Willing to take disciplined risks

Integrity:

- Honest, encourages openness and transparency

QUALIFICATIONS AND EXPERIENCE:

Academic:

Holds a Bachelor degree in related fields such as administration and others.

Working Experience:

- At least 2 years experience in administration and logistics management in the NGO sector

Additional professional certificates:

- Good communication and planning skills.
- Sympathy with the aims and objectives of Save the Children.
- Proven experience in all technical areas of logistics operations including procurement, transport/distribution, warehousing, stock management, fleet management, asset management, communications, and security
- Ability to build relationships quickly with a wide range of people, both internally and externally
- Cultural awareness, with strong written and spoken communication and interpersonal skills in English and Mongolia.

Skills:

Management skills include On Programming, budgeting & M&E, Conflict Management Skills, People Management Skills (supervising skills), and partnership management skills.

Communication skills include Articulation and presentation skills, negotiation skills, Interpersonal skills, Facilitation skills, Analytic skills, time management skills, writing skills, and excellent in communication skills – both in Mongolian and English

Computer skills include Working knowledge on MS Office, Working knowledge of e-mail/internet

Date of issue:

Author :

Signature of Supervisor:

Signature of Supervisee:

DATE