

AMDA-Nepal MCH Project
Job Description

- A. Job Title :** Assistant [**Store & Cash Counter**]
- B. Level/Step:** 4
- C. Duty Station:** AMDA SCWH, Butwal
- D. Start Date:** As early as possible
- E. Background information:**
- F. Reporting, Management and liaison:**
1. Assist to maintain the administrative and financial system and working environment for the smooth and efficient operation.
 2. Close and smooth relationship between interdepartmental unit.
- G. Responsibility and Duties:**
1. Administrative management
 - Assist for the office management under the direction of SAFO basically following the Rules and Regulation of AMDA-Nepal.
 - Support regularly to the administrative, finance, logistic, and security protection in an accountable manner.
 - Answer general phone enquires in a professional and courteous manner.
 - Maintain good public relation.
 - 1-1 HR Management
 - Support in the annually update of staff profiles.
 - Check the situation of staff attendance and leave.
 - Keep records and update staff leave balance.
 - Assist in arranging annual performance of staff as required
 - Supervise and report the situation of staff attendance and leave
 - 1-2 Financial Management
 - Assist in the financial activities with agreed standard in consultation with account officer.
 - Handle the petty cash as required.
 - Prepare and compile the payment voucher sheet with attached original receipts for petty cash expenditure.
 - Keep records and check the balance of the petty cash following the accounting system.
 - Prepare the following Monthly Report and report to line manager.
 - 1-3 Logistic Management
 - Ensure all the stock related activities are done properly making compliance the rules and regulations of AMDA-Nepal.
 - Check the situation of the vehicle/Bikes and generation of log book.
 - Check and certify the fuel refilling coupon under an approval administrative officer.
 - Keep proper records of outgoing / incoming official letter.

- Control the stock of office stationery, commodities and consumable items.
 - Keep records of all the assets, properties and equipment in the Inventory List, and maintain them in good condition.
2. Monitoring and Reporting
Support in keeping minutes, reports, agreements and other official documents.
3. Liaison and Coordination
- Maintaining close coordination with each unit for performing responsibilities in efficient manner.
4. Others
- Provide technical / administrative support as required for office management

Job specification

- Must have completion SEE equivalent with having 1 year working experience.
- Prefer to +2 in management Possess leadership and teamwork skills
- Excellent spoken and written language skills.
- Excellent knowledge of computer skills (Word, Excel, PowerPoint & accounting software)
- Willing and able to work long hours in fairly demanding conditions.

I. Terms and condition of employment

- a. Regular Service and/or Initial one-year special service contract with renewable as per the need and performance.
- b. Salary and other benefits shall be as per rules and regulation of AMDA Nepal.