



Partners in Population and Development (PPD)
An Inter-Governmental Organization
Promoting South-South Cooperation

Terms of Reference

Position : **ADMINISTRATIVE OFFICER**
Reports to : **HEAD OF ADMINISTRATION**
Grade : **NP- 1; Step- 1 on PPD Salary Scale (US\$14,809.56 per annum) and
National Salary Benefits**

PURPOSE

The purpose of this position is to plan, coordinate, and support the services of the organization. This position is highly responsible for managing all Administrative and logistics tasks, personnel and human resource activities, and Procurement Activities. The position includes preparing the Admin Budget and ensuring that the organization operates smoothly.

SCOPE

The Administrative Officer reports to the Head of Administration and in accordance with the guidelines of the Executive Director and in consultation with other Department Heads. The Administrative Officer will look after all assets. The main jobs of the Administrative Officer are to look after Administrative and Logistics jobs, Personnel/Human Resource Activities, Procurement Activities, provide administrative and logistic support to the departments and ensure the smooth functioning of PPD Secretariat. It is also his or her responsibility to ensure that all activities/ jobs comply with PPD's manuals and policies. The Administrative Officer will also be entrusted with other responsibilities outside the administrative division, as and when required by the Executive Director/PPD Management.

DUTIES AND RESPONSIBILITIES:

1. Personnel/ Human Resources Activities:

- Coordinate in whole recruitment procedures (recruitment and selection and onboarding), preparing staff members' service contracts, new staff orientation planning, succession planning, moral and motivation, organizational culture and attitude development.
- Provide full support and ensure a healthy and congenial and productive working environment for all staff members.
- Facilitate and provide support in Staff Performance Appraisal as per PPD guidelines. Assist in job evaluation, need assessment and arrange training for capacity building.
- Provide guidance and support Administrative team and delegate tasks and responsibilities to ensure efficient workflow and optimum use of resources.
- To assist Executive Director/PPD Management in any Personnel/Human Resource issues.

2. Procurement and Vendor Management Activities:

- Enlist vendors in accordance with PPD policies and maintain a cordial relationship with them.
- Issue work order upon approval from the Executive Director.
- Receive goods/services and acknowledgement of the intended recipient having with the delivery documents.
- Coordinate and receive bills and prepare all required procurement documents and submit the bills to the finance department for the payment process.
- Ensure that all procurement processes are carried out in accordance with PPD policies and provide appropriate guidance to the Procurement Committee.

3. Security and Safety Activities:

- Manage, monitor, and maintain all security systems and security personnel of the PPD Secretariat, ensuring that all systems remain fully functional and that the staff and property within the PPD Secretariat Complex and its premises are safe.
- Ensure the security and safety of PPD Executive Director and Foreign Delegates with the support of the Ministry of Health and Family Welfare, the Ministry of Foreign Affairs and the Ministry of Home Affairs.
- Maintain close communication with UNDSS and promptly alert the Executive

Director and PPD staff as necessary. Keep communication with Local Police Station as well as the Concerned Authority.

- Keep communication with Fire Brigade, Electricity Authority and other related Concerned Authorities to ensure the safety compliance of PPD Secretariat Complex.

4. Protocol Activities

- Coordinate with Ministry of Foreign Affairs (Protocol Wing), diplomatic missions, and UN agencies for official engagements.
- Coordinate and facilitate diplomatic correspondence, including Note Verbale, Note Verbale circulation, and high-level meeting requests with Member States, embassies, and UN agencies.
- Manage protocol engagement and courtesy meetings for the PPD Secretariat, liaising with Ministries, Chiefs of Protocol, Heads of Mission, and international organizations.
- Manage official diplomatic and protocol documentation for Executive Director, including Diplomatic Identity Card, Custom Passbook, protocol letters, Note Verbales, and other inter-governmental clearances.
- Lead international travel coordination, including ticketing, flight routing, hotel arrangements.
- Facilitate visa processing and diplomatic clearances for PPD delegations, including preparing and securing invitation letters, supporting documents, and protocol endorsements.
- Maintain and manage Executive Director's diplomatic records and confidential official files, ensuring accuracy, security, and timely renewals.
- Support the Executive Office in drafting and reviewing diplomatic meeting objectives, briefing notes, and protocol submissions for Executive Director visits and inter-agency engagements.
- Ensure adherence to diplomatic etiquette and UN/IGO protocol standards in all external communications, event coordination, and official documentation.

*** Provide support during the External Audit at PPD Secretariat.

*** Perform any other tasks as assigned by the Executive as and when required.

*** Conduct regular assessment of the overall administrative situation considering procedures,

*** Practices and policies and report to the Executive Director/ PPD Management accordingly.

QUALIFICATIONS AND COMPETENCIES REQUIRED FOR THE JOB:

- A master's degree in law (LLM), Business Administration or any other relevant discipline.
- Knowledge and competency in Personnel/Human Resource Management will be an advantage.
- At least ten years practical working knowledge in the related field.
- Experience working for an Inter-Governmental/International Organization will be an advantage.
- Knowledge of policies and procedures and internationally agreed standards and criteria pertaining to administrative actions.
- Knowledge of general administration and information managements system
- Excellent communication skills in English and ability to work multi-cultural people
- Proficiency in computer operations as required for the position.
- Ability to work independently and as a team player and excellent supervising capacity.
- Ability to communicate clearly and sensitively with internal and external stakeholders.
- Work with trustworthiness, integrity and clear commitment as well as confidentiality in Administrative and Personnel/ HR matters
- Loyal to the Organization and Executive Director.
- Ability to work under pressure and at odd hour