

VACANCY ANNOUNCEMENT

WWF invites applications from interested Bhutanese nationals for the post of Grants Administrator. Candidates with a minimum of a Bachelors Degree in a non-science discipline and 5 years of experience may apply. Applicants may submit a detailed CV to the Director, Finance and Admin, WWF Bhutan Program, PO Box 210, Thimphu or by email to hr@wwfbhutan.org.bt latest by Monday, 19 January 2015. All queries regarding this position may be directed to WWF Bhutan Program office at telephone nos: 02-323528/323316 ext: 109.

WWF BHUTAN PROGRAM

POSITION DESCRIPTION

Position Title	:	Admin Officer/Grants Administrator
Reports to	:	Director, Finance and Administration
Supervises	:	Receptionist
Location	:	Thimphu: Bhutan

I. Major Functions: Under the direct supervision of the Director, Finance and Administration:-

- Prepares all grants and consultancy agreements in accordance with established policies and procedures. Acts as focal person for PTS contract management and keep track of all deliverables.
- Provide support for all HR related functions.

II. Major Duties and Responsibilities:

1. Responsible for effective administration of the office and ensure that the physical working conditions of the office meet the optimum standards.
2. Will be responsible for maintenance of office inventory for timely submission to Head Office and ensures proper use of all office assets and properties.
3. Will be responsible for project related procurement (in-kind items) in consultation with respective Project Technical Directors. Award supply/ work order as recommended by the tender committee consisting of the concerned Technical

Director/Staff, Director, F&A Manager and the Administrative Officer as the secretary of this committee. Maintain proper record of all purchases made for the office.

4. Facilitate all agreement preparation in consultation with relevant staff. Assists Project Technical Director Ensures that all required documents are complete along with necessary signatures.
5. Ensure that all contracts issued by Bhutan Program are entered in the PTS contracts modules and keep track of all deliverables and ensures consistency of project information eg; Project start/end date, reporting schedules, Accpac reconciliation etc. Updates project Technical Directors on quarterly basis.
6. Maintains a contract log and regularly updates it including grants and consultancy status for management information and records.
7. Provides support to Director, F&A for the delivery of HR functions. This will include maintenance of staff leave records, time sheets, preparation of contract/appointment letters for staff, interns and volunteers.
8. Maintain petty cash on alternative basis.
9. Supervises the receptionist and coordinates daily duties.
10. Performs other duties as assigned by the supervisor.

III. Supervisory Responsibility: Supervises receptionist and other staff on Administrative matters.

IV. Working relationships:

1. Internal: Interacts frequently with field staff to coordinate project work in the country.
2. External: Interacts frequently with representatives of WWF network, conservation organizations, government agencies, universities, etc.

V. Minimum Work Requirements:

1. Knowledge: Non-Science Bachelor's Degree or equivalent education/certification.
2. Experience: Five years experience in Grant and HR Management.
3. Skills and Abilities: This position requires fluency in English and the candidate must have excellent organization and administrative skills. The candidate must be able to demonstrate ability to deal with support staff in accordance with WWF Administration policies and procedures. Advanced IT skills in word processing and data management is necessary.