

YAC Nepal

Job Description – Admin and Logistic Assistant

Name of Employee	
Address	Dhangadhi Sub metropolitan City
Program/Project	Nurture Every Future - Poshan
Designation	Admin and Logistic Assistant
Reporting to	Project Coordinator
Supervisor	Admin and finance officer
Working Area	Kailali District
Duty Station	Kailali District
Period(Term)	1 July 2026 - 30 June 2027

Job Summary:

Under the overall supervision of Project Coordinator and direct supervision of the admin & finance Officer, the Logistic Assistant/Officer will work & liaise closely with organizational Operations, Finance and compliance team with regard to the full implementation of standard Organizational policies and procedures in the fields of procurement, logistic, administration and Finance. s/he needs to support Admin & Finance Officer for day-to-day bookkeeping, office administration, procurement, and logistics activities at field and district level.

Major duties and responsibilities:

- Overall Budget planning of Nurture Every Future – Poshan project and develop monthly, quarterly, and annual budget plan in line with Detail project implementation plan.
- Ensure the financial compliance during planning and implementation of budget plan.
- Carry out day to day financial and admin work ensuring effective financial and budget management.
- Maintain record of overall expenditure of the program activities ensuring that all the admin and financial policy provisions are implemented effectively and efficiently.
- Prepare report and ensure the financial transactions, payments and procurements held as per organization policy and government regulations.
- Assist the organization and management of internal and external audits
- Ensure, develop & maintain income goods, equipment, material and their posting into the proper system
- Calculate the taxes on applicable deducted sources, deposit in timely to concerned office.
- Maintain proper filing and effective documentation of all documents related to finance and administration.
- Facilitate to release advance to the program staff implementation at district and local government level.
- Receive, verify and ensure that supporting documents are submitted by program staffs while settling advance.
- Check and ensure attendance, payment and other necessary supporting documents required for settlement.
- Provide orientation to the project staff on organizational policy and procedures along with funding

agency rules and regulations of the project.

- Prepare and submit qualitative financial report to the funding agency on a monthly and periodic basis as outlined in the Sub award agreement
- Coordinate and communicate with Auditors to carry out the project and organizational audit in time.
- Maintain up-to-date staff personal file, attendance/Time Sheet and leave records as per organization policy
- Maintain inventory of expendable and non-expendable items and verify it on a periodic basis
- Provide logistics and administrative support to the project teams by managing hotel, vehicles stationery, distribution of equipment received from donor/funding agency etc. for the district and field level program
- Provide fraud, safeguarding orientation to the newly hired team and sensitize it on a regular basis
- Plan for financial monitoring visit to the project implementation areas for ensuring quality, value for money, vendor registration etc
- Perform any other duties as required or requested by the line manager and the board.

Safeguarding

- Responsible for gender responsive behavior in all actions and decisions.
- Demonstrate positive behaviors following the organization's code of conduct and uphold implementation of safeguarding policies (PSHEA, Child protection) at all levels.
- Strengthening Feedback and accountability mechanism at all levels
- Safety and Security is everyone's responsibility through full compliance and accountability

Qualification and Experience

- Minimum Intermediate level in Management (Major subjects: Finance or Account) with at least 2-year experience in admin and logistics management, or Bachelor level in Management (preferable)
- Preferably in NGOs, INGOs, government projects, or private organizations.
- Experience in office administration, including record keeping, filing systems, correspondence, and document management.
- Proven experience in procurement processes, vendor management, quotation collection, and inventory control.
- Experience in managing travel arrangements, vehicle coordination, accommodation booking, and event logistics.
- Knowledge of asset management, stock management, and office supply tracking.
- Experience in organizing meetings, workshops, trainings, and conferences, including venue, catering, and logistical arrangements.
- Familiarity with financial and procurement policies, compliance requirements, and organizational procedures.
- Strong skills in coordination and communication with staff, suppliers, government offices, and stakeholders.
- Proficiency in Microsoft Office applications (Word, Excel, PowerPoint, Outlook) and administrative reporting.
- Ability to work under pressure, manage multiple tasks, and meet deadlines effectively

I hereby declared acceptance of above-mentioned Job Description.