

Job Description

Manager- Administration Services

Organization	Coalition for Disaster Resilient Infrastructure (CDRI)
Job posting date	24 th July 2023
Location	New Delhi, India
Grade	Manager
Salary and benefits	Salary and benefits will be offered commensurate with experience and qualifications.
Contract	Initial 3 years of fixed term contract, the contract may be extended for another 3 years
Occupational groups	International Development, Administration
Last date of application	7 th August 2023

CDRI is looking for a dynamic, analytical, and meticulous colleague to support the admin functions of the CDRI Secretariat. The incumbent will demonstrate proficiency in the processes with the ability to deliver, promote and support a positive and inclusive team environment.

About CDRI:

The Coalition for Disaster Resilient Infrastructure (CDRI) is a partnership of national governments, UN agencies and programs, multilateral development banks and financing mechanisms, the private sector, and knowledge institutions that aims to promote the resilience of new and existing infrastructure systems to climate and disaster risks in support of sustainable development.

Vision

"CDRI seeks to rapidly expand the development and retrofit of resilient infrastructure to respond to the SDG of expanding universal access to basic services, enabling prosperity and decent work."

Mission

"To support countries to upgrade their systems to ensure disaster and climate resilience of existing and future infrastructure."

CDRI Head Quarter (Secretariat)

The CDRI headquarter is established in New Delhi, India, to act as the Secretariat of CDRI. The Secretariat functions under the direction of the International Governing Council and implements the programs of CDRI.

The objective of this position:

Under the guidance and direct supervision of the Deputy Director- HR and Administration, the Manager Administration Services will undertake all Administration functions. The Manager - Administration services shall play a key role in delivering high quality smooth operations of the services for the organization. He/she shall follow all Admin procedures and protocol of CDRI, donor regulations and law of the land (as applicable). He/ She shall maintain result-oriented delivery with transparent approach. He/ She would be responsible for providing efficient support to office operations, performing a variety of administrative standards and processes, thereby ensuring high quality and accuracy of work.

Role and Responsibilities:

Office Management

- Managing outsourced contract services for Housekeeping, pantry, Reception, driver, and other areas for effective service delivery.
- Drafting of SLA for the outsourced staff and ensure its adherence.
- Allocating duties to the outsourced staff.
- Streamlining the office opening and closing arrangements and monitor office keys movements and record. Ensure the office is securely guarded all the time.
- Ensure office stationery, pantry and utility items are standardized, sufficiently stocked and issue system are in place.
- Office lease is effectively monitored to ensure it is valid and fully operational at any point of time.
- All staff have good sitting places and have sufficient furniture for smooth functioning.
- Office has a clean and presentable workstation and common places.
- Office pantry/ cafeteria is well managed, and all items are properly stocked and utilized.
- Assist in coordination for the new office identification, renovation/ refurbishment, and operationalization.
- Assist in office seating space modification and optimization.
- Maintaining trouble free utility services and timely payment to the service providers for Water, Electricity, Telephone, Data cards, Internet, and other utility services.
- Perform morning floor walk to ensure office is ready to use in all respects- Airconditioning is working, equipment is functional, office is neat and clean etc.
- Assist in preparation of annual budget forecast.
- Plan and execute office renovation and repair work.

Storage and record management:

- Office storerooms are optimally utilized and managed for stocking assets and records.
- Office collateral and other printed material and books are properly entered into the stock/ library system.
- Office stationery, pantry and utility items are properly recorded and utilized.

- Office Financial, HR, Admin and Procurement records are properly stored and managed for easy retrieval.

Visitor and Guest management:

- The guest escorting system is functioning efficiently, including vehicle parking and coordination.
- System to be in place for welcoming guests and extending best hospitality.
- Visitor entry records are effectively managed.
- Ensure safety protocol is followed for guests.
- Pickup and drop arrangement for the guest is arranged, wherever needed.
- Guests' relations are maintained from end to end.

Asset and Inventory Management:

- FAR and Inventory register is updated and managed properly.
- Physical verification of Assets is done regularly by third party and record is kept for reference.
- All the assets movement is recorded in the FAR and any assets moving out of the office premises needs to be done through Returnable and Non-returnable Gate Pass system.
- Assets are properly tagged and recorded in the FAR.
- Initiate the procurement and disposal process of the assets as per laid down procedures and policy.
- Timely update of the asset list and ensure that relevant insurance is in place.
- Assets transfer and loss is properly recorded, and insurance claim settled for lost assets.
- Facilitate smooth audit for the department.

Coordination with government bodies:

- Coordination with Ministries and government agencies to ensure smooth transition in the change in legal status of the organization to international organization.
- Assist in expat staff registration, security and privilege services to IO and any other actions required for the smooth running of an International Organization.

Fleet Management:

- Monitor office vehicle movement and ensure its optimal utilization in day-to-day work.
- Ensure vehicles are well maintained/ services regularly and always ready to use for the official work.
- Fuel and Logbooks are checked, verified and fuel consumption is monitored.
- Assigning duty to the drivers is well coordinated and ensure there is no missing of duties.

- Assigning vehicles for the duties and coordination with the outsourced service provider for accommodating additional duties.

Travel Management:

- Coordination with internal and external stakeholders, service providers for booking of domestic and international tickets as per the requirements.
- Hotel accommodation is arranged for staff, visitors, delegates etc. as per office policy and partner requirements.
- Extending visa facilitation support to staff and international travelers.
- Ground transport is arranged as per schedule/ requirements for the travelers, including airport pickups and drops.
- Ensure any group travel assistance is extended to the travelers.

Insurance and AMC:

- All the office assets, vehicles, are insurance covered all the time.
- Travel, Directors, and Office Liability Insurance (D&O) and other insurances coverage are in place.
- All office equipment (including IT) has Annual Maintenance coverage (AMC)
- Insurance claim is settled and documented for records.

Logistic Support:

- All meetings in or outside the office are arranged in coordination with the user department and service providers.
- Ground transport is provided to the participants as per the requirements.
- The menu is finalized and tea, snacks etc. are arranged and served in the professional way.
- On-site and off-site AV equipment, printing services and other IT related services are arranged in coordination with IT and venue manager.

Health and Safety:

- Office security service is provided to safeguard all staff and assets.
- Fire and other safety measures are in place and evacuation drill, training is happening on regular basis in coordination with the landlord and service provider.
- Building safety certification and required permission is taken from the relevant government agencies.
- Information protocol and emergency contact information are in place.

Others:

- Participate in team meetings and activities relating to Admin and own work area.
- Take responsibility for personal learning and development and setting achievable

and meaningful work objectives and, managing personal targets, meeting obligations of the deadlines.

- Undertake all responsibilities as assigned by Deputy Director-HR and Admin from time to time.

Skills:

- Sound knowledge and understanding of office administration, operation and facilities management practices within multi-lateral, non-governmental and international organizations.
- Should possess administrative experience, knowledge, and actual application of various administrative and financial rules/regulations.
- Excellent verbal and written communication in English
- Experience of working in an international organization.
- Proficiency in MS Office, excel skills, and numerical abilities.
- Ability to work with multiple tasks, demands and deadlines with a positive and constructive attitude.
- Proficiency in verbal and written communication in English.

Competencies:

- 1) Technical and Analytical Skill
 - Meticulous
 - Timeliness
 - Analytical & Problem Solving
- 2) Delivering Results
 - Dependability
 - Managing people & process
 - Innovation & Resourcefulness
- 3) Engaging & Partnering (Interpersonal / Teamwork)
 - Stakeholder Management
 - Working Collaboratively
 - Appreciate and encourage different cultural context.
- 4) Leadership
 - Able to see Big Picture
 - Decision Making
 - Inspires, motivates & empowers others.
 - Team Management
- 5) Communication
 - Willingness to listen and express dissenting views
 - Can clearly convey ideas and information.

Desirable:

Qualifications:

Educational Criteria:

- Graduation in relevant field (Administration, facilities, procurement and related field)
- A Post Graduation degree in procurement, Business Administration or any other related areas or equivalent is desirable.

Experience Criteria:

- Minimum 7 years of professional experience in relevant field in multi-lateral, international, non-governmental, or private organizations in Administration and procurement. Preference will be given to those having experience in working with international organization.

Reporting Line:

The incumbent shall report to the Deputy Director- HR and Administration.

How to Apply:

If you have experience working in a similar capacity and want to make an active and lasting contribution to a global initiative spearheaded by India, please apply through the online application form only on or before the last date <https://app.cdri.world/career/public/>.

CDRI is committed to achieving workforce diversity in terms of gender, nationality, and culture. Individuals with disabilities are equally encouraged to apply. All applications will be treated with strict confidence.

CDRI has ZERO Tolerance on sexual exploitation and abuse, any kind of harassment, including sexual harassment and gender/racial discrimination. Any selection, therefore, will be subject to satisfactory reference and background checks.
