

## **HERD INTERNATIONAL TERMS OF REFERENCES**

### **1. JOB IDENTIFICATION**

<b>Job Title</b>	:	Procurement and Logistic Officer
<b>Department</b>	:	Operations
<b>Reporting to</b>	:	Operations Manager
<b>Job status</b>	:	Annual Contract (possibility of extension depending upon the performance)
<b>Working hours</b>	:	40 hours per week (Monday to Friday)
<b>Job Assignment</b>	:	HERD International central office with frequent field visit

### **2. WHO WE ARE - A BRIEF INTRODUCTION**

HERD International is a leading national agency dedicated to leveraging evidence for the enhancement of health and social development. Our mission is to empower individuals, improve their health and strengthen communities by working collaboratively with policy practitioners, researchers, academics, and other diverse stakeholders of the communities. We are committed to promote inclusivity, evidence-informed, locally tailored solutions to address critical local issues at system, institution, and community levels, recognizing the importance of diversity and institutionalizing the best practice which would ultimately improve the quality of life of people. More information about HERD International can be found on the website [www.herdint.com](http://www.herdint.com).

### **3. JOB PURPOSE**

The Procurement and Logistic Officer will be responsible for providing overall administrative, logistical and procurement support to the organization. S/he will be managing day-to-day office operations, coordinating logistics for central and field activities, events, and workshops, and ensuring efficient and timely procurement, inventory management, and transportation. The officer will also ensure compliance with organizational, donor, and governmental policies/guideline related to administration and logistics.

This position will work closely with the Operations Manager, Grants and Compliance Manager, and Senior Administration Officer to ensure the smooth, efficient, and effective operations of HERD International's project activities.

### **4. MAIN RESPONSIBILITIES**

The anticipated roles and responsibilities of Procurement and Logistic Officer include but are not limited to the following:

#### **Administration**

- Responsible for handling of day to day administrative and logistical activities of the organization;

- Responsible for overall coordination and to perform administrative activities for contracting out of forms, agencies, parties and individuals;
- Keep up to date records of all office administrative activities including the paper and electronic filing systems of all records, correspondence, and other material;
- Maintain scheduling and event calendars in coordination with different sections and individuals;
- Take dictation and transcribe the information raised by the meetings and other formal events, keep record and report accordingly;
- Receive the guest, respond them and communicate applicable information effectively;
- Supervise, assist and coordinate with the subordinates during their work.
- Assist relevant staffs working in different projects and contribute towards team work if necessary;
- Learn to operate new office technologies as they are developed and implemented and guide relevant staff;
- Appropriate handling of the approved amount of petty cash in an independent manner;
- Preparation of correspondence letters to the stakeholders and other partners in coordination with different sections;

### **Procurement**

- Support procurement of office supplies and equipment, ensuring compliance with all applicable HERD International policy.
- Support maintenance of inventory list, property list, and vendor rosters for office services.
- Support management of staff and consultant logistics, including travel.

### **Fleet Management**

- Arrange travel, accommodations and guest relations as per necessity.
- Coordinate with program, operations and other departments for fleet planning based on program needs.
- Ensure proper recording on fleet management of vehicles (owned or rented) (e.g. logbooks, fuel consumption etc.)
- Responsible to book hotels, flights and accompany visitor logistics support need etc. as per approved/ shared travel plans.

### **Field Visit and Logistics Support**

- Arrange conferences, meetings, workshops, travel, and hotel reservations for office personnel and relevant guests by coordinating with appropriate individuals, organizations, or parties. Additionally, provide support in coordination, including financial settlement, for events, meetings, and workshops.
- Travel to the field to provide on-site support for workshops, training, and other project activities, ensuring smooth operations and timely delivery of services.

The above list of responsibilities is not comprehensive, and the Procurement and Logistic Officer may be required to take on additional responsibilities, as determined by the Line Manager or other team members, to meet Project/organizational needs and requirements.

## **5. DIVERSITY, EQUITY, INCLUSION, AND ACCESSIBILITY (DEIA)**

All duties will be carried out in a manner that supports and promotes absolute commitment to HERD International and its policies, including the promotion of gender equality, Social Inclusion, Diversity, Equity and Accessibility HERDi is an equal opportunity employer committed to providing equal employment opportunities for all individuals while valuing diversity and inclusiveness. We recruit, employ, train, promote, and compensate without regard to race, color, religion, sex, gender, gender identity, gender expression, sexual orientation, national origin, ancestry, citizenship, age, physical or mental disability, medical condition, family care status, or any other basis protected by law.

## **6. SAFEGUARDING**

At HERDi, safeguarding is at the core of our commitment. We define safeguarding as the proactive measures we take to protect the well-being and safety of our employees, clients, and the communities we engage with. Our unwavering commitment to safeguarding ensures that all individuals, especially children and vulnerable adults, are treated with the highest level of respect and are safeguarded from any form of harm or abuse. To maintain these standards, our selection process for all successful candidates includes safeguarding-focused interviews and a comprehensive due diligence process. HERDi is dedicated to providing a safe and respectful environment for all those who come into contact with our organization.

## **7. APPLICABLE POLICIES:**

All HERD international's policies and guidelines are applicable to its members of staff.

## **8. PERFORMANCE APPRAISAL:**

The performance appraisal of the position will be completed annually by the Line Manager as per the HERD international's performance appraisal system. In addition, the line manager may execute performance appraisal for specific issues in a specific period.

## **9. APPEAL:**

In cases of disagreement on disciplinary action, the staff has the right to appeal through the organizational appeal system.

#### **10. JOB PROFILE:**

We are seeking a qualified Procurement and Logistic Officer for HERD International. The ideal candidate will be responsible for ensuring all the operational, procurement, logistic functions are conducted and implemented as per the Policy and Compliance requirement of Organizations. The position will fully comply with donor and HERD international Policies and procedures and should be accountable for it.

#### **11. MINIMUM REQUIREMENTS:**

- Master's degree in management, business administration, or a relevant field with three years of experience, OR a Bachelor's with five years of experience in procurement, logistics and/or general administrative support.
- Sound knowledge of Excel spreadsheets and advanced computer skills in (Microsoft 365).
- Highly advanced management, organization, and communication competencies.
- Strong communication skill and capacity to deal with public.
- Excellent team management skills in diverse working environment.
- Experience recognizing and integrating gender and cultural considerations into project activities.
- Language: Fluent Nepali is required. Advanced English is required.

*If you possess the necessary qualifications and competencies to excel in this role, we encourage you to apply and be part of our dedicated team. We encourage applications from women and people from diverse groups across ethnicity and geography.*