



Job family :	Logistics	Duty Station:	Thailand/Bangkok
Job category:	Administrative and Logistics Assistant (Group III)		
Line manager :	Administrative & Finance Officer (AFO)	Supervision exercised : TSA	
Back-up :	Administrative Assistant (AA) and Technical Support Agent (TSA)	Replacement : Administrative Assistant (AA) and Technical Support Agent (TSA)	

1. Job summary:

The job holder is responsible for procurement, provision of equipment and logistics support to ECHO Office and for ensuring the smooth running of the Office maintenance. Moreover, the job holder plans and executes office administrative and financial functions.

2. Responsibilities & Tasks:

Within delegated authority, the Administrative and Logistics Assistant (Group III) will be responsible for the following tasks:

General procurement duties

- Contributes to procurement process for office property, expendable supplies and services;
- Foresees needs, recommends solutions and conducts tendering procedures as appropriate;
- Prepares comparative tables and participates in the selection committee;
- Ensures full compliance and application of standard ECHO and EU procurement rules, procedures and best practices;
- Draws-up ARA's to be submitted to the line manager;
- Prepares purchase orders (after getting necessary quotations and authorisation) or draft contracts;
- Updates the field office procurement plan;
- Follows-up the activities and tasks undertaken by contractors as indicated in the signed service/procurement contracts or Purchase Orders;
- Develops and updates suppliers list and pricelists used by the Office;
- Verifies the invoices received in relation with Purchase Orders or Contracts issued and compiles all required documents together with the invoice to be submitted to the Administration and Finance staff in charge of the accounts;
- Verifies and follows-up of warranties and after sales services offered by providers;
- Corresponds and negotiates with all ECHO vendors on procurement related matters;
- Updates the Fiche Bureau (contractual part) and ensure proper renovation of contracts respecting the delays needed for tenders and Administrative Request Authorization (ARA) (office premises insurance, equipment insurance, security, ICT, vehicles insurances, office renting contract, office maintenance and cleaning,...).

Assets management.

- Checks the good condition of the property owned by ECHO;
- Follows-up the use of the ECHO property and reports on all changes (e.g. stock tacking and tracking);
- Monitors maintenance of the office equipment ensuring timely repairs when required;
- Oversees and ensures proper maintenance and functioning of other office equipment and furniture;



- Oversees and ensures proper maintenance, functioning and availability of non ICT pooled office equipment;
- Sets up work station for new staff/TA to ensure furniture and non ICT equipment are properly installed;
- Follows-up the use and maintenance of the communication equipment in close liaison with the ICT Manager.

Fleet management

- Verifies the monthly vehicles report and preparation of the logistics monthly report;
- Coordinates the movements and activities of the Drivers;
- Oversees and ensures proper maintenance and management of vehicles and drivers e.g. repair, maintenance, monthly mileage check, usage purposes as well as licenses and insurance coverage;
- Follows-up of accidents/incidents with the police, informing insurance company, prepares and sends all relevant documents;
- Follows-up of the Drivers list of duties, shift, logbook, overtime;
- Prepares and follows-up the quarterly reimbursement of private use of vehicle/telecommunication means of ECHO and submits to the appropriate administration and finance staff.

Inventory management

- Follows-up inventory and updates in case of purchase, transfer, donation and written off in the Inventory Registration Database based on the ID form previously prepared/updated;
- Verifies the labeling of all property goods in conformity with the inventory database;
- Verifies and update monthly inventory list to be included in the monthly financial report;
- Verifies the state of the property goods and recommends maintenance/reparation or declassification;
- Prepares the annual depreciation inventory lists related to office equipment insurances and submit to the line manager ;
- Before departure of TA or national staff, draws-up the end of contract check list and ensure that all the items that were entrusted to the person are returned in a good state.

TA Settlement and Protocol

- Provides assistance on all protocol matters with the Ministry of Foreign Affairs and other Local Authorities;
- Maintains contacts with relevant government organisation and their local representatives to ensure compliance with local rules and regulations;
- Supports the office staff in the event of urgent deployment to crisis areas;
- Arranges protocol formalities related to official accreditation and certain privileges, immunity and exemptions(visa, TA cards, VAT exemption and withholding taxes, importation of vehicle, communication equipment, personal effects, etc.) as applicable to ECHO office and TA as well as their dependents;
- Draws-up and launches the tenders related to housing, security and other services needed in TA's residence in close coordination with the RAC, the RLC and the Regional Field Security Officer, as appropriate;
- Draws-up the needed ARA's including draw up of the renting contract and its annexes (convention d'occupation, residence inventory, legal ownership/insurance documents. Follow up of T/As residences contracts;
- Before departure of a TA, ensures that the residence is in the same condition as written in the renting contract and visit the residence with the TA one month in advance in order to identify the reparation needs to be paid by the TA and the painting and other works to be paid by ECHO. Launches the tenders and draw up the ARA's related to the works to be done by ECHO. Prepares the end of renting contract document and assist the TA during the final visit of the residence. Collects from TA original or copies of all the bills concerning electricity, phone, water, air conditioning – generator – swimming pool maintenance. Collect the proof of final payment



and cancelation of other contracts (internet, TV, ...). Acts as focal point for bills pending after departure of TA;

- Follows-up the customs clearance management for all ECHO goods and TA's removal goods and cars bought during the first 6 month of contract.

Specific duties for the Logistics Assistant:

- Liaises between ECHO Regional Office and other ECHO field offices in the region on logistics and protocol matters;
- Acts as a floater and gives surge support to RSO and field office if/when requested (e.g. unplanned absence, major crisis, office opening, expansion, etc.).

General Administration support

- Fills any document relating to logistics, according to ECHO procedures;
- Plays an active role in the preparation of the ECHO seminars and workshops (i.e. hotel quotations, bookings, logistical support, accommodations, venue set up, transport arrangements, ICT set up, etc.); Assists in the training, briefing and welcoming of newly recruited personnel;
- Maintains administrative and logistical files with necessary confidentiality where required;
- Translates and interprets, as appropriate.

Specific duties for the Logistics Assistant:

- Supervises the tasks & responsibilities of the technical support agent(s)

Office specific responsibilities/tasks:

Supports to Finance areas:

- Registers/creates orders in the Financial Report Management tool by ensuring the chronological receiving dates of invoices and receipts;
- Scans financial documentation for the accounting module/s (shared drive, share point, financial tool);
- Reviews and ensures eligibility and accuracy of invoices, debit notes, credit notes, missions advances, missions claims and other reimbursements requests received from internal and external parties;
- Records financial transactions in the financial tool, as well as in the e-banking system;
- Prepares bank and petty cash disbursements to ECHO staff and suppliers. Ensure that recipients acknowledge receipt of the payments and receipts are properly issues to ECHO;
- Ensures that payment/revenue orders and all required supporting documents are properly filed (e.g. printing authorisation set, payment order, remittance advice);
- Maintains the petty cash boxes, cheque books and ensure security precautions;
- Calculates private call bills record and other expenditures for refund;
- Support in the preparation of the monthly financial report;
- Ensures back up and continuity in case of absence by AA/TSA: Plans an active role in the support team on general administrative tasks (e.g. reception of incoming calls, welcome of visitors, preparing/packing diplomatic pouch, booking flights and accommodations for staff missions and visitors, etc.) as well as on preparedness & response in case of emergency deployment and logistics support (mission, BCP, kits, etc.)
- Undertakes any additional tasks as assigned by the Head of Office/RSO and/or Headquarters. Undertakes any additional tasks as assigned by the Head of Office/RSO and/or Headquarters.



3. Competencies required:

- Drive for Results: Medium Level
- Conduct in Service: Medium Level
- Working with Others: Medium Level
- Decision-making: Basic Level
- Managing and Organising Information: Basic Level
- Strategic Thinking and Planning: Basic Level
- Communication: Medium Level
- Organisational Awareness: Basic Level
- Adaptability and Flexibility: Medium Level
- Leadership: Basic Level

The definition of each competency and examples of behaviours expected for each level are listed in annex.

4. Job Requirements:

Education:

- First level university degree in a relevant field or equivalent professional experience.

Knowledge and Experience:

- Minimum 5 years of relevant work experience at national or international level in the area of administration, procurement or logistics, finance;
- Knowledge of working processes (purchase orders, preparation of contracts for services and goods, tendering, protocol, treasury, budget and accountancy, etc);
- Previous experience in a Governmental or other International Organisation is an advantage;
- High level class driving experience including a good knowledge of the country/region;
- Proven knowledge of car maintenance
- Good communication skills;
- Capable of working under pressure in a multitasking position.
- Ability to work in a multicultural environment.
- Good experience in the usage of computers and office software packages (MS Word, Excel, etc);
- Knowledge in accounting will be an advantage;

Languages:

- Fluency in English (verbal & writing).
- An excellent knowledge of Thai language (verbal and writing)