

### Job Description (JD)

<b>Job Title</b>	: Admin Officer
<b>Number of Vacancy</b>	: 02
<b>Project Title</b>	: Coastal Harmony: Resilient Ecosystems, Thriving Communities (CHRETC)
<b>Project Duration</b>	: July 2025 – April 2029
<b>Project Location</b>	: Taltali Upazila (Barguna District) and Kalapara Upazila (Patuakhali District)
<b>Reporting to</b>	: Program Manager of the Project & Finance Coordinator of JAGO NARI
<b>Duty Station</b>	: Field Office (Taltali or Kalapara), with frequent travel to Barguna.
<b>Position Type</b>	: Full-time (Project-based)
<b>Organization</b>	: JAGO NARI

#### **Job Summary:**

JAGO NARI is a non-government development organization in the central coastal region of Bangladesh. The main focusing area of work is women's empowerment, Climate Change Adaptation, Health & Nutrition, Disaster Risk Reduction, and Education. Recently JAGO NARI is implementing a new Project in Coastal Ecosystem Restoration, Climate-Resilient Agriculture and Disaster Risk Reduction with the technical support of the Good Neighbors Bangladesh. JAGO NARI is seeking a Admin Officer for the Project. The Admin & Finance Officer is responsible for maintain CHRETC project in all administrative, financial and logistics operation in compliance with generally accepted accounting practices as per JAGO NARI & Good Neighbors Bangladesh procurement and Administrative Policies and Procedures. S/he will manage all financial support to project staff for organizing/arranging different Workshop, Seminar, Training, meeting and other deliverable event/activities with project participants/stakeholders as well as manage vehicle, inventory and administrative reporting system and formats as required. The incumbent will ensure day-to-day administrative operations for implementation of this project. S/he will review/manage PNGO's expenses; budget and NGOAB related works in coordination with the project Manager. S/he will prepare / revise project budget, monitor / review expenses and material resources. S/he will also responsible for financial reporting of the project and procurement of project materials. S/he will assist to conduct periodic internal audit and annual audits and facilitate external audits.

#### **Responsibilities and Task:**

<b>Responsibility #1: Administrative Support</b>	<b>60%</b>
<ul style="list-style-type: none"> <li>▪ Ensure Admin. Support to program team.</li> <li>▪ In coordination with HR, assist in hiring, joining, transfer or separation of staff</li> <li>▪ Follow up staff for timely submission of PAR with proper charging</li> <li>▪ Support all field-based and CBDO based administrative issues for project staff as when require</li> <li>▪ Close coordination with PNGO's to maintain procurement, financial and administrative procedures in time</li> <li>▪ Maintain program Assets and inventory list.</li> <li>▪ Ensure timely update of project status report</li> <li>▪ Provide administrative and secretarial support for organizing meeting, training, workshop, event etc.</li> <li>▪ Prepare meeting notes for this projects as well as Humanitarian and Resilience Department</li> </ul>	

<ul style="list-style-type: none"> <li>▪ Liaison with staff for timely submission of performance objective and appraisal</li> <li>▪ Ensure proper documentation and preservation of project files and folders</li> <li>▪ Provide any other administrative support as needed for the projects</li> <li>▪ Receive the bill/vouchers from the staffs and vendors ensuring that all formalities are followed.</li> <li>▪ Check the bill/vouchers ensuring accuracy.</li> <li>▪ Have approval of the concern authority and make payment on time.</li> <li>▪ Make available of adequate fund in the petty cash for timely payment against expenditures.</li> <li>▪ Preserve the petty cash in safe custody under lock and key.</li> <li>▪ Receive advance request with recommendation of the concern authority.</li> <li>▪ Make payment against the advance request and maintain all relevant documents and advance ledger as per policy. Ensure timely adjustment of the advances with support from all concern.</li> <li>▪ Reach agreement with the house owner and other vendors as per policy of the organization and donor compliance.</li> <li>▪ Ensure security of the office for night and day.</li> <li>▪ Prepare a potential list of the vendors involving the procurement committee as per policy of the organization and donor compliance.</li> <li>▪ Prepare procurement plan as per DIP of the project and having input from the senior staffs of JAGO NARI.</li> <li>▪ Receive the procurement requests and arrange to procure the items involving the procurement committee as per policy of the organization and donor compliance.</li> <li>▪ Supply the items to the concern staffs as per request and maintaining all formalities.</li> <li>▪ Maintain stock and ledger books as required.</li> <li>▪</li> </ul>	
<b>Responsibility # 2: Ensure logistic support to project team</b>	10%
<ul style="list-style-type: none"> <li>▪ Ensure timely and quality procurement of assets and materials for this project</li> <li>▪ Provide logistics and secretarial support for organizing meeting, training, workshop, event etc.</li> <li>▪ Arrange travel management (air, bus, train, vehicle rental etc.) for project staffs as well as respective any JAGO NARI &amp; donor visitors.</li> <li>▪ Ensure excellent logistic support for any type of meeting, workshop and training for this project.</li> </ul>	
<b>Responsibility # 3: Financial Management, Budget, Audit, Reporting</b>	30%
<ul style="list-style-type: none"> <li>▪ Monitor and keep track project expenditure report as per supporting and take necessary action by discussing with Program Manager &amp; Finance Coordinator.</li> <li>▪ Arrange and cross check the all bill/vouchers and ensure timely submit to finance department.</li> <li>▪ Prepare Accruals as when required</li> <li>▪ Maintain the JAGO NARI financial policy and provide capacity building training to frontline project staff.</li> <li>▪ Work with finance department, to ensure timely financial reporting as agreed with donor</li> <li>▪ Work with finance department to generate monthly budget vs actual report</li> <li>▪ Work with partners to ensure timely disbursement of fund from IRC and timely submission of financial report by partners</li> <li>▪ Ensure the preparation/ process of daily/monthly payments to the staff/members/vendors such as AR, PR, Cash Call (as applicable) and bills accurately and on time</li> <li>▪ Assist Finance Department for timely submission FD-4 report &amp; annual report to NGOAB</li> </ul>	

<ul style="list-style-type: none"> <li>▪ Work with Finance and HR Department for timely submission of FD-6 budget and NGOAB related formalities.</li> <li>▪ Work with Finance and PANGO's to disburse fund and collect financial report in time</li> <li>▪ Work with finance department to initiate timely audit</li> <li>▪ Work with finance for timely FD-4 audit and share the report</li> <li>▪ Prepare annual report for timely submission of NGOAB</li> <li>▪ Assist project lead/partners to close out process for completed project following CARE guideline</li> <li>▪ Prepare PANGO's close out check list and performance assessment</li> </ul>	
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<b>I. Reporting:</b>
<b>Directly Report:</b> Program Manager of this project (this incumbent will also work closely with respective Finance Coordinator in a matrix management structure and with the HR Coordinator).

<b>IV. Qualifications and Experience:</b>
<ul style="list-style-type: none"> <li>▪ Master's Degree preferable in Finance /Accounting with 8 years practical experience in relevant field.</li> <li>▪ Strong safety and security awareness.</li> <li>▪ Sound knowledge of Finance and HR policies.</li> <li>▪ Proficiency in computer skills including financial software specially Tally Prime.</li> <li>▪ Proficiency in computer skills including financial software specially Quick Book as per requirement of Donor.</li> <li>▪ Excellent verbal and written communication skills in English.</li> <li>▪ Good understanding of MS Office applications.</li> <li>▪ As the core focus of JAGO NARI mandate is in supporting women and girls, female candidates are strongly encouraged to apply.</li> </ul>
<b>V. Core Competencies:</b>
<ul style="list-style-type: none"> <li>▪ Ability to work in a team with good interpersonal skills.</li> <li>▪ Strong communication skills.</li> <li>▪ Good negotiation skills.</li> <li>▪ Ability to prioritize activities to act and decide promptly.</li> <li>▪ Skill for the successful implementation of Gender policies in the working environment.</li> </ul>

#### Compensation & Benefits:

The salary package is Monthly **BDT 50,000**, including all admissible benefits. Yearly increments and other benefits will be provided as per the organization's policy.

#### Note:

- JAGO NARI aims to attract and select a diverse workforce ensuring equal opportunity to everyone, irrespective of race, age, gender, HIV status, class, ethnicity, disability, location and religion.
- Any personal persuasion/phone-call will result in disqualification of candidature. We guarantee an interview to disabled candidates who meet the essential criteria.
- JAGO NARI has a non-negotiable policy of ZERO TOLERANCE towards discrimination, harassment and abuse. All employees are expected to abide by the Safeguarding, Gender Policy, Children Policy and Anti-Sexual Harassment Policy of JAGO NARI.
- Internal and external applicants shall be treated equally in the entire selection process.

- To ensure transparent processes during recruitment, internal candidates should discuss potential applications with their Line Managers to ensure endorsement of their applications by respective Line Managers.
- There is no cost involved with applying for positions with JAGO NARI. Any solicitation of job application costs should be regarded as fraudulent.
- Women are highly encouraged to apply.

**Procedure of Application:**

Candidates with the required qualifications can apply through email by mentioning the Job Position of vacancy announcement in the subject line to: [jnhr.recruitment@gmail.com](mailto:jnhr.recruitment@gmail.com) or Post/drop in the box: (To, Coordinator-HR & Admin, JAGO NARI Head Office, Ashahi Mansion (2<sup>nd</sup> floor) college road, Barguna) on/before **20 July, 2025** with the following documents.

- Curriculum Vitae/Resume with Photo
- Job Application Form-JN001 should be filled out along with Curriculum Vitae/Resume.

Please ensure that your application is complete with the above-mentioned documents. As incomplete applications generate an immense administrative burden for our organization. As a general rule, candidates who have not properly submitted their application with the required documents will be excluded from consideration.