



ICAP at COLUMBIA UNIVERSITY ZAMBIA
JOB DESCRIPTION

Job Title: Senior Administration Officer
Reports to: Finance and Administration Director
Location: Lusaka
Date: August 2020

POSITION SUMMARY

The Senior Administration and Procurement officer (SAPO) will work under the supervision of the Finance and Administration Director (FAD) and will oversee administrative, logistics and procurement systems and address all issues related to the successful and efficient management of the ICAP Country office.

MAJOR ACCOUNTABILITIES

- Supervise the Provincial Admin assistants and Drivers to ensure proper recording and updating of assets in the inventory log and insurance of assets as well as management of office stationery and vehicles.
- Liaise with project leads to ensure efficient use and security of resources allocated to staff e.g. equipment, telephone usage.
- Liaise with security focal person to ensure security of the office premises at all times.
- Coordinate and troubleshoot ongoing facilities and logistics issues (office space, office moves, keys, office security and environmental issues etc)
- Follow up on and ensure efficient telephone/ printer use and review staff monthly telephone bills and printing bills/ meters
- Assist with management and control office assets and equipment – property log
- Assist with addressing office daily needs
- Coordinate logistics for ICAP site offices, ICAP staff and ICAP guests/ visitors including management of ICAP motor vehicle fleet
- Coordinate and monitor shipping / courier of items from provincial sites offices.
- Plan distribution of commodities in advance by verifying content list & quantities per location with the provincial teams
- Participate meetings with program team to plan logistics. Understand project needs & present solutions to logistical demands. Provide daily feedback to the team on supply chain timeline and track deliverables.
- Coordinate and develop a procurement plan for ICAP in Zambia annually and review monthly.
- Drafting and disseminating tender adverts, expression of interest, notices and notifications of bid awards to vendors;
- Coordinating the Procurement Committee selection, training and sittings; acts as the Secretary to the internal procurement committee;
- Maintains an updated database for preferred vendors and service providers

- Ensures proper inventory reports and controls are in place for all ICAP in Zambia property and equipment.
- Perform other tasks as assigned to him/her by the immediate supervisor.

EDUCATION

- Degree in Administration/ Management or equivalent

EXPERIENCE, SKILLS & MINIMUM REQUIRED QUALIFICATIONS

- Degree in business administration/management or equivalent
- At least 3-year relevant work experience in similar position working for an international NGO
- Extensive knowledge of USG policies, procedures and practices
- Professional and communication skills
- Time management and multitasking skills
- Proficient in relevant computer applications, particularly MS Word, Excel, PowerPoint and Publisher.

Preferred Qualifications

- Bachelor's degree in business administration/management

Travel Requirements

- Requires domestic travel of a minimum of 30-40% of the time