

Nepal Water for Health (NEWAH) Terms of Reference (ToR)

Position: Admin and Procurement Coordinator

Background

NEWAH is one of the country's leading NGOs in the Water, Sanitation and Hygiene (WASH) promotion sector. Established in 1992, NEWAH is dedicated to helping poor and underserved communities gain equitable access to WASH facilities, irrespective of gender, caste, class, or belief.

Over the years, NEWAH has worked across diverse areas of WASH and community development, including safe and affordable drinking water supply, community-led total sanitation (CLTS), health and nutrition, menstrual hygiene management, 3R (recharge, retention, and reuse of ground- and rainwater), climate change adaptation, as well as disaster risk response and rehabilitation.

The organization implements development and infrastructure-related projects requiring strong administrative, human resource, procurement, logistics, and compliance management systems. To ensure effective coordination, internal control, and smooth operational functioning, an Admin and Procurement Coordinator will be engaged to oversee and integrate administrative functions across departments.

Purpose of the Position

The Admin and Procurement Coordinator will be responsible for overall coordination and supervision of administrative, HR, logistics, and support service functions of the organization. The position aims to strengthen operational efficiency, ensure compliance with organizational policies, and support effective implementation of procurement, HR, and administrative systems, including software-based management tools.

Reporting Lines

- The Admin and Procurement Coordinator will report to the Admin & Finance Manager.
- The Admin and Procurement Coordinator will be responsible for supervising key administrative functions, including human resource management, general administration, logistics operations, security services, and office support services.

Scope of Work

The Admin and Procurement Coordinator shall perform the following duties:

Administrative Management

- Supervise day-to-day administrative operations of the office.
- Ensure proper filing, documentation, correspondence, and record keeping.
- Manage office facilities, utilities, and service contracts.
- Ensure compliance with internal administrative procedures and policies.

Procurement and Logistics Oversight

- Review procurement documentation, including PR, quotations, evaluation, approval, GRN, and payment processing.
- Oversee logistics management including transportation, inventory movement, and supply chain coordination.
- Ensure transparency, proper documentation, and value-for-money principles in all procurements.

Inventory and Asset Management

- Ensure all assets and inventory are properly recorded, tagged, and maintained.
- Oversee stock management and periodic verification.
- Ensure inventory systems are updated through inventory management software.

Human Resource Management

- Oversee HR functions including recruitment coordination, onboarding, attendance, leave management, and staff records.
- Ensure HR documentation is complete, updated, and compliant with organizational policies.
- Support performance monitoring and staff coordination processes.
- Ensure HR data is maintained in HR management software/system.

Software-Based Management Systems

- Ensure HR and inventory systems are properly maintained and regularly updated in digital platforms/software.
- Support digitization of administrative records and reporting systems.

Compliance, Audit, and Reporting

- Support internal, external, SWC, and donor audits from the administrative side.
- Ensure availability of required documents, records, and explanations during audits.
- Coordinate responses to audit observations and ensure timely follow-up of corrective actions.
- Prepare periodic administrative and compliance reports for management.

Staff Supervision and Coordination

- Provide guidance and supervision to HR Officer, Admin Officer, Logistic Supervisor, Guards, and Office Helpers.
- Ensure discipline, performance, and accountability of administrative support staff.
- Facilitate coordination among departments for smooth operational flow.

Required Qualifications

- Bachelor's degree in Management, Business Administration, Public Administration, or related field
- A minimum of 3 to 5 years of proven hands-on experience in administration, human resources, procurement, and logistics management.
- Experience in team supervision and coordination
- Familiarity with procurement procedures and donor compliance requirements
- Experience with HR and inventory management systems/software preferred
- Experience in handling large procurements and inventory management of over 100 million Rupees will be an added advantage

Skills and Competencies

- Strong leadership and supervisory skills
- Good understanding of procurement and financial compliance
- High level of integrity and accountability
- Strong documentation and reporting skills
- Ability to work under pressure and manage multiple responsibilities

Duration and Mode of Engagement

As per the organizational requirement and contract agreement.

Confidentiality

The Admin and Procurement Coordinator shall maintain the confidentiality of all organizational, financial, and HR-related information at all times.