

## **Administration & Logistic Officer - Walapane**

Location: [Asia & Pacific] [Sri Lanka]

Town/City: Gampola

Category: Administration/Corporate Services

Job Type: Fixed term, Full-time

World Vision is a Christian relief, development and advocacy organisation working with children, families and communities to overcome poverty and injustice. World Vision is dedicated to working with the world's most vulnerable people regardless of their religion, caste, gender or ethnicity. World Vision has been in Sri Lanka since 1977 and currently works through 34 development and relief programmes in 16 Districts across the country.

At World Vision we are passionate about children and committed to bringing fullness of life to the most vulnerable and disadvantaged. Every day for forty years, that is what our team at World Vision has been doing.

We are currently looking for dynamic & creative individuals to join us in our journey of caring.

### **Administration & Logistic Officer**

#### **Location – Walapane**

#### **Job Profile**

The purpose of this position is to support the Program teams to carry out activities in a timely manner while ensuring quality Administration & Logistic services and efficient utilization of resources in compliance with applicable standards.

The position will also be in charge of vehicle maintenance as per the World Vision Lanka (WVL)

vehicles polices. Furthermore, the Admin & Logistic Officer is responsible for the delivery and execution of Admin & Logistic processes across all assigned categories. The position will also ensure that transactions and supplier relationships are implemented in line with WVL standards.

While ensuring smooth operation retests based on service, accommodation, quality and other applicable criteria to meet Program(s) Operation needs, the Admin & Logistic Officer will also provide administrative and logistical support and services to meet the service level agreement.

### **Major Responsibilities**

- Liaise with the landlord of the office premises and other operational contacts such as janitorial services, security company, courier services etc. in keeping the office fully functional.
- Purchase and distribute office stationeries/refreshments and maintain records.
- Ensure functionality of telephone, intercom & internet system with the support of service providers and National Office IT department.
- Support Sponsorship related work (Posting letters, courier) and record keeping.
- Maintenance of office equipment and overseeing repairs.
- Ensure functioning of the office security system and key management.
- Responsible for management of office vehicle and hiring of private vehicles.
- Support Area Program (AP) Manager with travel plans and accommodation of staff.
- Ensure timely delivery of finance and procurement activities is well supported.
- Ensure project support for ministry result.

## **Required qualifications, experience & competencies**

- Minimum 3 years of experience in the INGO/NGO sector related to Administration & Logistic.
- A basic degree with at least 3 years of experience Or A Diploma in Business Administration or any other relevant field with 5 years of experience in the INGO/NGO sector related to Administration & Logistic.
- Valid driving license (added advantage for heavy vehicle license)
- Flair for public relations.
- Cross-cultural sensitivity and good interpersonal skills.
- Excellent interpersonal skills and demonstrated ability to work as a member of a team.
- Fluency in computer literacy.
- Language: Sinhala or Tamil is preferred. English is Optional.

World Vision Lanka offers a competitive remuneration package based on individual competence and skills. If you meet the required criteria and wish to apply for this or any of the available vacancies, select the position you wish to apply for & submit your **on-line application** with your CV and details of three non-related referees on or before the given closing date.

***Only short listed candidates will be notified.***