

JOB TITLE: Office Administrative Manager

LOCATION: Mandaluyong City

JOB FAMILY: Operations

THE ASIA FOUNDATION PURPOSE: Committed to the development of a peaceful, prosperous, just and open Asia Pacific region.

JOB PURPOSE: This position will be primarily responsible for ensuring efficient and effective delivery of services in the areas of office administration, procurement and information management. Other duties include statutory office registrations and insurance, asset management, land transport management, importation and exportation, office maintenance, programme support and other tasks as they arise. Supervises the Procurement Officer, Administrative Officer and the Receptionist and Administrative Assistant

REPORTING LINES:

Postholder reports to: Deputy Country Representative

Staff reporting to this post: Administrative Officer, Logistics Officer, Reception, Administrative Assistant and TAF PH Drivers

BUDGET RESPONSIBILITY: Yes

KEY RESPONSIBILITIES:

MANAGEMENT

- Manage and direct the operations of the Administrative Unit
- Responsible for setting budgets and monitor spending/expenses of the Unit
- Manage performances of direct reports
- Contracts and lease management to ensure legal compliance

OFFICE ADMINISTRATION AND LOGISTICS MANAGEMENT

- Develops administrative systems and improve policies/procedures of the organization
- Lead in providing overall management of the Greenfield Tower office of The Asia Foundation in the areas of maintenance and continuous improvements
- Ensure that the office meets occupational wellness and green standards working closely with the Safety and Security Officer
- Provide guidance and serves as coordinating resource for office and administrative management for field offices such as Cotabato, Davao and Zamboanga.
- Responsible for office moves, warehousing, shipping, and other logistical efforts
- Take the lead in providing technical assistance and oversight in providing support for travel, accommodations and events requirements across the organisation.

ASSEST MANAGEMENT

- Foundation asset custodian, overseeing asset registry, inventory, and ensuring up to date tracking and appraisal of assets

- Lead in managing the disposal of Foundation assets and equipment as related to project closeout and other

LAND TRANSPORT MANAGEMENT

- Ensure secure, efficient and reliable services for land transport needs of the office, including the following:
- Ensure the safe use and implementation of safety regulations and policies in the use of TAF vehicle
- Take the lead in providing oversight and management for the maintenance of TAF's vehicle including ensuring seamless coordination with Service Center for repairs
- Take the lead in providing oversight and management for timely compliance on vehicle registration, insurance, logbook and all necessary records are up to date
- Where necessary, be responsible for hiring cars and/or contracting drivers for project visits within and outside of NCR and for transport needs of official TAF staff/visitors. Responsible for scheduling and work assignments of temporary driver
- Take the lead in monitoring, reviewing and endorsing the temporary drivers billing and preparation of payment request for payroll purposes
- Management of GFT Drivers and has line management with the satellite office Drivers

LEASE CONTRACTS AND STATUTORY REQUIREMENTS MANAGEMENT

- Responsible for ensuring updated statutory registrations (i.e. business permit, SEC, BIR etc.) for the office including field offices, as needed
- Reviews contracts and agreements to ensure legal compliance
- Responsible for lease contracts and management of Foundation office spaces in Mandaluyong, Cotabato, Zamboanga and Davao
- Responsible for the general insurance administration of the Foundation

INFORMATION MANAGEMENT

- Lead in archive management of strategic and essential files
- Lead in management of paper and electronic filing of active documents such as Memorandum of Agreements, Partnership Agreements, strategic programme documents such as annual reports and other institutional and confidential / highly sensitive documents
- Works with the IT Manager in ensuring that electronic filing is up to date and fit for purpose

EXTERNAL AND GOVERNMENTAL LIASION

- Responsible for the tax-free importation/exportation of Foundation vehicles and other effects including coordination with government agencies such as Department of Foreign Affairs, Bureau of Customs, Department of Finance, etc.
- Responsible for coordinating with travel agency and government institutions on work visa and permit for expatriates working in the TAF PH Office

PROCUREMENT

- Reviews completeness of procurement request prepared by the Procurement Officer
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- Ensure that procurement requests prepared by the Procurement Officer conform to the Procurement Policy
- Endorse Procurement Request for the final approval of the Project Manager, Deputy Country Representative or Country Representative as the case maybe

FINANCE AND AUDIT

- Assists in crafting an annual operating budget for submission to Finance
- Focal person for Internal Audit on matters related to procurement, administrative and logistics matters

REQUIREMENTS:

Experience:

At least 5 years work experience in office operations and management, administration and/or logistics, preferably in an office manager capacity

Education:

Graduate of a Bachelor's degree program; Master's degree an advantage.

Other:

- Excellent verbal and written communication skills in both English and Filipino
- Strong time management and organizational skills
- Strong attention to detail and ability to multi-task
- Knowledge of MS Office package, Sharepoint, and other programs as related to work planning and organization
- Familiarity with procurement processes and procedures
- Knowledge of the Philippine NGO community and government agencies preferred
- Knowledge of USAID or other international donor agency requirements and regulations preferred

This job description is not incorporated in the employment contract. It is intended as a guide and should not be viewed as an inflexible specification as it may be varied from time to time in the light of strategic developments and following discussion with the post holder.

Date of issue: 08/10/ 2022