# Job Application for Head of Business Administration at Swisscontact Nepal

This document contains:

* The detailed Job Description for the position
* Job Application Form
* Application not **complying with the Job Application Form** will not be accepted
* Deadline for **application is 5:00 PM December 11, 2020** Applications must be sent to recruitment.nepal@swisscontact.org**, subject line *Head of Business Administration***
* Telephone inquiries will not be attended
* Only shortlisted candidates will be notified

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# Job Description

### Job Title: Head of Business Administration, Swisscontact Nepal.

### Supervisor: Country Director, Swisscontact Nepal

1. **Key Responsibilities**

The Head of Business Administration is expected to take charge of the overall management of the administration and finance matters of Swisscontact Nepal and reports directly to the Country Director. Key responsibilities are as follows:

*Overall*

* Lead, direct, and oversee administrative and financial activities to ensure and increase operational efficiency;
* Review, establish, introduce administrative and financial policies, procedures and tools and ensure compliance;
* Analyse and measure organizational achievements and determine areas needing performance and cost-optimization;
* Participate in determining staffing requirements, hiring of new employees, performance reviews and oversee personnel processes;
* Ensure projects are started and closed properly;
* Ensure projects are supported in administrative and finance related matters on a day-to-day basis;
* Participate in project monitoring to ensure their efficient and effective financial management;
* Ensure analyses of the local context to ensure that all operations follow the legal requirements of the country;
* Maintain good relations with vendors, partners and relevant government agencies;
* Ensure security protocols are in place to anticipate and deal with emergency and security situations; and
* Support Swisscontact Nepal with other relevant issues required and as mutually agreed with Country Director.

*Financial Management*

* Ensure management of financial and audit processes for Swisscontact ensuring that all audit and Swisscontact financial standards are met;
* Develop and maintain overall administrative and financial procedures;
* Ensure production of annual budget, budget reforecast data and monitor monthly variances;
* Ensure sound internal control system including cash handling, recording, and reporting;
* Conduct monthly variance analyses and developing gap closure plans.
* Develop and maintain sound and current financial management systems and written procedures;
* Oversee Swisscontact Nepal’s cash flow and forecasting;
* Ensure preparation of financial reports and analyses for management;
* Ensure proper and adequate insurance coverage (i.e. property, liability, etc.) and management;
* Oversee the fixed asset system, by coordinating periodic inventories;
* Effectively communicate and present the critical financial and administrative matters to Director South Asia; and
* Perform other tasks consistent with the goals and objectives of this position.

*General Administration*

* Manage all office facilities;
* Provide administrative support to management and project teams; and
* Manage relationships with all suppliers as required

*Contract Administration*

* Develop and implement procurement procedures and policy;
* Prepare, review and negotiate vendor and subordinate contracts;
* Ensure contract compliance among vendors;
* Maintain contract inventories and submit required reports; and
* Monitor changes in funding availability.

*Personnel Administration*

* Develop and maintain sound and current human resource system, including written policies and procedures;
* Develop and oversee Swisscontact Nepal wide payroll and benefits administration, ensuring accurate and timely payroll disbursements;
* Conduct performance evaluation of administrative and finance staff in the Country Office and prepare reports and recommendations;
* Provide on-the-job training and mentoring for administrative and finance staff;
* Develop and coordinate administration and finance staff development programs; and
* Ensure that appropriate and cost-effective information systems are in place so that the organization operates with technology that is appropriate to its mission and size.

*Regulatory Compliance*

* Assure Swisscontact Nepal’s compliance with relevant laws and regulations; and
* Oversee the preparation and timely completion of all required governmental forms and reports.
1. **Competencies**

The applicants must possess at least seven years of experience in similar positions in development organizations, preferably in non-government organization (NGO).

*Requirements*

* A master’s degree in business administration, management, accounting or relevant discipline;
* Sound understanding and hands-on experience in administration and finance matters;
* A good practical understanding of the local legal context preferably also for NGOs;
* Experience in the development of finance and administration policy and procedures;
* Knowledgeable about the requirements of the Social Welfare Council;
* Excellent analytical and strategic skills;
* Confident, responsible, reliable, self-reliant, organized, diligent, open-minded;
* Very good communication and interpersonal skills with the ability to work with a variety of actors, such as local and international staff, private sector and government bodies;
* Excellent communication skills in verbal and written English and Nepali;
* Proven ability to work with teams, especially in situations of pressure and stress;
* Proven organizational, financial and project management skills; and
* Experience in managing a diverse portfolio of responsibilities.
1. **Travel**

The position is based in Kathmandu. The Head of BA may be required to travel from time to time.

# Job Application Form

|  |  |
| --- | --- |
| Position Applied for: **Head of Business Administration** | Photo |
| Total Years of Professional Experience:  |
| Years of professional experience relevant for this position:  |
| Expected monthly salary including all benefits[[1]](#footnote-1): NPR  |
| Required Notice Period: |

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| **Motivation for Application**Describe below your motivation for application and how you fit into this position (max 500 words, please refer specifically to the terms of reference) |
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| **Personal Details** |
| Full Name:  |
| Sex: | Nationality:  |
| Date of Birth:  | Marital Status:  |
| Present Address: |
| Permanent Address:  |
| Contact Number:  | Work: | Home:  | Cell Phone:  |
| Email Address:  |

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| **Employment History (Max last 5 positions)**Put most recent experience first and then each job in reverse chronological order (last to the first) |
| 1. Period:
 | Organisation name and address:  |
| Position:  |
| Key responsibilities:  |
| Reason for leaving:  |
| 1. Period:
 | Organization name and address:  |
| Position:  |
| Key responsibilities:  |
| Reason for leaving:  |
| 1. Period:
 | Organisation name and address:  |
| Position:  |
| Key responsibilities:  |
| Reason for leaving:  |
| 1. Period:
 | Organisation name and address:  |
| Position:  |
| Key responsibilities:  |
| Reason for leaving:  |
| 1. Period:
 | Organisation name and address:  |
| Position:  |
| Key responsibilities:  |
| Reason for leaving:  |

 [Insert rows for additional information, if necessary]

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| **Educational Background**Put the most recent degree first and then each degree in reverse chronological order (highest to lowest) |
| **Name of Degree** | **Major** | **Year** | **Name of Institute** | **Result** |
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[Insert rows for additional information, if necessary]

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| --- |
| **Professional Training**Put the most recent degree first and then each degree in reverse chronological order (highest to lowest) |
| Training/Workshop/Seminar | Institution | Duration |
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| **\* Language Proficiency**[Please write your level of proficiency in the following criteria} |
|  | Reading | Writing | Speaking |
| Nepali |  |  |  |
| English |  |  |  |
| Others (if any) |  |  |  |

\* A = Excellent B = Good C = Average

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| **References (Minimum 2)** [Professional and Academic (non-relatives), Swisscontact is permitted to communicate with Referee] |
| Name: | Name: | Name: |
| Relation with referee: | Relation with referee: | Relation with referee: |
| Contact number:  | Contact number:  | Contact number:  |
| Email address:  | Email address:  | Email address:  |

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| **Other information you consider relevant (NOT COMPULSARY)** |
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| --- | --- |
| Signature:  | Date:  |

1. Swisscontact Nepal provides the following benefits on top of basic salary: Festival Allowance, Gratuity, Provident Fund, Medical & Group Life Insurance. Please note: Statement “according to the company rules” is not accepted. [↑](#footnote-ref-1)