

South Asian Centre for Teacher Development.

UNESCO CATEGORY 2 CENTRE

Administration and procurement/ Financial Management programme officers are assigned following functions and duties

Programme officer –admin Div.

- Maintain and update whole files related to the Administration, HR, procurement and financial management and keep soft files in Google clouds.
- Use Google Apps to manage internal controls related the SACTD functions
- Preparation and obtain approvals for voucher payments related personal emoluments, travelling, etc.
- Arrange all bill payments related to utility services, maintenance, supplies and ensure that payments are made on due dates.
- Arrangements to prompt maintenance of buildings and surrounding location to ensure risk free environment
- Maintain and share Google diary for all meetings including BOD and MB and safe custody of board minutes and board papers
- Prompt maintenance of Vehicle management including revenue licenses, Insurances, running chart office copy, filling fuels to vehicles, issuing gate pass and prompt arrangement of services and repairs on due dates using Google App
- Maintain and update personal files, duly completion of performance appraisals of the staff members and renew contract agreements of recruited staff
- Maintain duty lists and delegation of authorities, support team in day to day problem solving
- Keeping Records and update for the Staff Attendance, leave, duty assignments, performance appraisals, and disciplinary matters etc.
- Event management and Settlement of advances obtain for event management promptly and within the stipulated time.
- Attending Postal and all other information registering and disseminating to the staff and outside
- Identify motivational and recreation needs of employees and make arrangements to keep conducive working environment for all employees.
- Prepare progress reports of performances of the employees for Board of Directors and Management Board
- Attending to all activities related to implement Procurement plan and procurement time schedules as per the requirements of the SACTD
- Accept goods services and works promptly, prepare payment vouchers and maintain and secure manual files and soft copies.
- Any other duties Assigned by DG, ADGs Directors and Heads of Divisions

Programme officer- Finance Div.

- Preparation of expenditure and revenue estimates and budgets in line with work plans
- Maintain and update all financial expenditure, revenue assets and liability registers
- Writing cash books and ledgers and obtain signature of higher officers for all entries passed and daily , monthly and annually reconciliation of Dr and Cr. Entries of all transactions
- Preparation and submission of Trial Balances on any date requested by supervising officers
- Preparation of payment vouchers, Cheque writing, online payments, settlement of advances etc and obtain receipts for every payments
- Maintain petty cash payments.
- Renting out of Lecture rooms and other facilities including audio visual equipment and obtain and deposit income in bank accounts and collection of areas payments promptly
- Reconciliation of Cash and Bank Accounts taking action for unrealized cheques and deposits
- Maintain inventories and Assets Registers, attending to stock taking for final Accounts, Stock verifications, discard unserviceable stores etc.
- Prepare reports to obtain funds, pledged donations, contributions etc on time and ensure those moneys receive and deposited in bank Accounts
- Support all events organize by the SACTD
- Submission of financial progress report to BOD and MB
- Preparation of all related documents for Final Accounts and annual reports
- Organizations of internal audit committees and maintain records and disseminate audit committee recommendations to the relevant officers for actions
- Arrangement for annual audits before AGM, Maintain Audit query Register and answering internal and external audit queries
- Safe custody of valuables and permanent records in the safe and reconciliation with registers
- Any other duties Assigned by DG, ADGs Directors and Heads of Divisions

1. Administrative Functions

- a) Compare actual Vs projected Activity plan, Quarterly plan, and monthly plan along with the strategic plan.
- b) Maintain files and prompt communication for necessary Actions to Care and maintaining of the office premises as a conducive work environment for the Stakeholders
- c) Maintain files and do bill payments promptly all utility services including water, electricity, internet and information flows for the uninterrupted services
- d) Support to maintain office atmosphere as an attractive location to showcase for international events and programmes
- e) Maintain files and update Correspondences related to the BOD and MB
- f) Support General Administration includes internal control procedures, file management, Stores and verification attending and answering audit matters, Etc.
- g) Vehicle maintained including repairs, periodical services, renewal of licences etc.
- h) Call staff meetings as a secretary and convener of the staff meeting

2. HR function

- a) Maintain the human resources function including maintain Google-apps for HR management,
- b) Determine personnel needs of organization and rationalization of such needs for optimum utilization of resources.
- c) Cadre management and Prepare SOR for the recruitment and maintain SOR files including soft data bases. Maintain digital personal files which have been prepared manually.
- d) Facilitate smooth function of performances of employees by sorting rules, regulations, procedure and processes by disseminating soft copies of such documents.
- e) Maintain attendance, leave, work from home and hours worked including overtime and weekends
- f) Prepare duty list, delegation of power, duty instructions and arrangement of training in multidisciplinary requirements.
- g) Identify motivational and recreation needs of employees and make arrangements to keep conducive working environment for all employees.
- h) Prepare progress reports of performances of the employees for Board of Directors and Management Board
- i) Conduct preliminary inquiries related to general administration.

3. Procurement Management

- a) Prepare Procurement plan and procurement time schedules as per the requirements of the SACTD having discussed with senior management
- b) Prepare bidding documents including specifications, cost estimates, advertisement/ invitation letters, guarantees and agreements etc.
- c) Send invitation for bids / quotations and ensure bids/ quotations are collected before closing bids and open immediately after closing time
- d) Appoint opening committees and help to open bids/quotations
- e) Appoint Procurement and evaluation committees
- f) Refer opened bids/quotations to the evaluation and procurement committees and obtain their decisions promptly.
- g) Send awarding letters, obtain guarantees and sign agreements
- h) Accept goods services and works promptly, prepare payment vouchers and maintain and secure manual files and soft copies
- i) Ensure that all assets received are being inventoried and Registered in the Asset Registry.

4. Any other duties assigned by Director General or Deputy Director General Admin&Finance.