

Multi-Sectoral Action for Nutrition (MSAN) Project (P158769) Terms of Reference

Admin & Logistic Officer -PIU (MSAN)

BACKGROUND

To help reverse the increase in stunting, the Government of Sindh has approved an Inter-Sectoral Nutrition Strategy of Sindh (INSS) in 2013. Multi-Sectoral Action for Nutrition (MSAN) (P158769) activities will focus on specific investments to improve behavior around the key areas of sanitation and hygiene and food consumption, but it will also support institutional and implementation arrangements that incentivize cross-sectoral collaboration to achieve nutrition results.

The Government of Pakistan has set ambitious targets for the next ten years by committing to reduce diarrheal cases by 50 percent while improving sanitation coverage from 74 percent to 90 percent and providing access to clean drinking water for all through Pakistan Vision 2025. Targets for food insecurity call for halving the current rate of 60 percent to 30 percent.

RESPONSIBILITIES:

Responsibilities will include:

- Responsible for the overall function of Admin and Logistics at PIU level.
- Keeping records of all incoming and out-going letters and documents through inward and outward registers.
- Conveys all the required instructions and policies of the organization to the staff. .
- Ensure maintenance of attendance and leave record of staff and share it with Project Directors on monthly bases.
- To ensure compilation of Personal file of PIU staff in all contexts.
- To assist Procurement Specialist when and where requires.
- To maintain record of ware house, tagging/bin card, in-out record, GRNs, gate pass etc.
- To keep record of inventory, and its issuance to staff when required at PIU & share it with PD's on monthly basis.
- To ensure that log books of project vehicles are properly maintained and monthly records are available at PIU level.
- To keep record of POL (Petroleum Oil & Lubricants) if any.
- To keep record of travel authorization, plans and mishaps updates to PC.
- To keep record of all emergency numbers both external and staff members.
- To ensure that all security measures have been taken at ware house level and in vehicles.
- To ensure that drivers are well trained and first aid box etc are up to date in all vehicles.
- To assist Financial Management Specialist as and when requires.

EXPERIENCE AND QUALIFICATION:

Preferably Master's or minimum of bachelor's degree in Business Administration / Management / Social Sciences; Minimum 3-4 years post qualification experience in public or private sector at national or sub-national level . Willingness to undertake regular day to day tasks completion. Knowledge in logistic and administration. High level of integrity - Good communication skills.

TIME FRAME:

The assignment is expected to complete in 18 months.

REPORTING OBLIGATIONS

The Admin & Logistics Officer will report to Project Coordinator(s) of SSSP and A4N. The resource's performance will be reviewed on quarterly basis.

SELECTION METHOD:

An individual consultant will be selected in accordance with process stipulated in Section V of "Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers (January 2011) [Revised July 2014]