

JOB FRAMEWORK

Position Title	Project Executive (Program and Admin)
Level	VI- Executive- General
Reporting To	Head (Program & Operations)
Number of Position	01
Location	Bhopal, Madhya Pradesh

Background

The Organization is a registered not-for-profit organization operating since 2009. The high- quality services we provide, give a woman the power to choose if and when she has children so that she's free to pursue her plans and dreams for herself and her family. Our mission is "Your Body, Your Choice, Your Future".

The Organisation is the No. 1 non-governmental provider of Clinical Family Planning services. We provide quality family planning and safe and legal abortion services to women in need, through multiple channels that comprise of our own clinics, clinical outreach teams and public sector support to Government facilities. We are currently working in the states of Rajasthan, Uttar Pradesh, and Madhya Pradesh in Public Private Partnership with state governments. In 2023, our teams directly provided family planning choices and quality services to over 160,263 clients that delivered a Couple Year Protection (CYP) of over 1.98 million.

A large number of women in India are unable to exercise their sexual and reproductive rights due a number of barriers – social, cultural, policy, and access to information and services. Thus, we work in partnership with stakeholders to improve the policy environment towards enabling women to exercise their reproductive rights and choices. The Organisation also implements advocacy projects to advance sexual and reproductive rights in the country.

It is a role requirement that the job holder must fully comply with, promote and live Organisation's CORE VALUES.

Mission driven	Client Centered	Accountable	Courageous	Resilient	Inclusive
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KEY RESPONSIBILITIES

Office Administration

- Organize office filing system, maintenance of inward-outwards registers, receipt and dispatches of correspondence, maintenance of office library etc.
- Ensure proper maintenance of office property which includes building, office furniture and equipment's, computers etc. through regular monitoring and upkeep.

- Maintain records of all movable & immovable assets at HQ office and ensure assets register and asset numbering is up to date.
- Ensure all vendor agreement and renewal process up to date.
- Computerize the office management functions and its monitoring.
- Maintain proper filing system of reports and other papers registers and records of the programme regularly.
- Ensure telephone and address book is updated regularly
- Supervise and monitor the Housekeeping staff.

General Administration:

- Supporting in implementation of Administrative Policy Guidelines.
- Supporting to Procurement Officer for all the rent renewal and new office premises lease deed.
- Assisting in application of Administrative Instructions, rules and regulations, policies and practices.
- Assisting in establishment of proper admin, systems, structure, and procedures to meet statutory requirement in district and state offices.
- Ensure all organisational assets including equipment's, vehicles and other moveable and fixed assets in all offices are insured at all times.
- Tracking and record management of admin assets/ fixed office assets at state and district level.
- Support and coordinate for cab/taxi and stay arrangements of Project staff and visitors as per travel request raised.
- Providing appropriate assistance to Organization Official visitors, events management and administrative support to all meetings / conferences and official receptions.
- Ensure that all official travel happens in accordance with the travel policy.
- Negotiate the best rates and deals available in the markets for travel and lodging.
- Excellent calendar management skills, scheduling complex meetings and handling logistics.
- Coordinating complex domestic and international travel arrangements and international meeting.

Procurement and Supply chain & Stock management:

- Assist in preparing procurement plans, vendor analysis, purchase order follow up, supply systems, quality checks, and settlements
- Identify new vendors and optimise costs continuously
- Continuously monitor stock levels, stocking practices with a view to optimise costs and adherence to Marie Stopes protocols
- Conduct regular stock and procurement audits and surprise inspections
- Train and review capabilities of stock officers and nurses.
- Ensure proper supply of stationary, consumables, items, equipment's & other materials to project team members in collaboration with procurement officers.
- Manage the stocks of all consumable (medical, stationary, confectionary etc.) at state /field level offices in coordination.
- Identification & Verification of Vendor as and when required.
- To raise Purchase Requisition Form (PRF) as per requirement.
- Quotations and comparative analysis.
- Follow – up with Delhi office on submission of Purchase Order/s on time.
- Monthly updating of district admin item stock and sending it to Delhi office.
- Short/Near expiry updates to be sent to Delhi office.
- Coordinating with vendor for the receipt & dispatch of goods.
- Consumption & requirement detail of the stock to be shared on a monthly basis.
- Stock verification of the districts on quarterly basis.
- Preparation of periodic reports related to purchase, inventory control and receivables.

Fleet Management:

- Coordinate with ambulance drivers, PEs/PCs ZCs and Service Centres for ambulance repairing and maintenance.
- Assist in preparing in monthly fleet management report and share with the ET & State Offices.
- GPS installation, maintenance and tracking of ambulances.
- Petro card management and coordination with PE/PCs.
- Ambulance Branding Work.
- Coordination with taxi vendors and make availability for staff as per requirement. Maintain tracker for daily movement of taxi in all Rajasthan.
- Coordinate with HO for preparing Purchase and Work order.

Inventory Management of all Communication Material and various operational formats:

- Printing of all IEC, formats and ambulance branding work.
- Ensure that there is adequate supply of communication materials and operational formats in all the districts
- Ensure that appropriate stock of communication material is maintained
- Monthly disbursement of the communication material as per requirement to district.
- Coordinate with all districts to get stock report by 5th of every month.
- Raise the PRF for assets and materials and follow up with Head office till the payment is made
- Responsible for the printing and publishing of stationary, posters, pamphlets etc.

Finance: Support to Finance Team:

- Preparing vouchers and processing the Payment
- Ensuring proper documentation of payment vouchers and all other supporting documents.
- Ensuring timely payments of all bills of vendor, travel and other claim as per financial guidelines.
- Coordinating with Finance Team for monthly closing of accounts.
- Check and verify the vendors bills, TA/ DA claims and on call staff time sheets.
- Processing the bill & sending it to finance in coordination with Procurement department.

Compilation of district records (minutes, reports, DPR)

- Coordinate with the district coordinator for collecting the monthly reports on time
- Collection and filing of all district meeting report district wise.
- Coordinate and follow up for the various periodical reports from district
- Follow up for timely submission of various periodic district financial reports

Daily Tracking updates:

- Tracking of DC, FDS Coordinator, Mobilizers, Counsellors through phone and by making field visits in consultation with SPM.
- Taxi movement tracker, mobilization tracker, ambulance repairing tracker.
- Support Admin and finance for cross checking the TA & leave status
- Present the monthly analysis of tracking for necessary action to the AM and SPM
- GPS tracking of all the ambulances and present the analysis to the SPM.
- RME and Data update on the cloud based reporting system.
- NHM Reimbursement and update on cloud based reporting system.

Program & Operations

- Referral Hospital tie up, agreement process and timely renewal of agreements
- Support to district program operations as when as required.
- Track the surgeon team movement as per their compile monthly plan.
- Support to plan and execute clinical/operational trainings.

Qualifications and Experience:

- Graduate with minimum 2 years' experience in development sector.

Skills and Competencies:

- Team Working Skills
- Detail Oriented
- Good Team working and Analytical Skills
- Good Interpersonal and communication skills
- Good in MS office.

Interested candidate please share your cv at:

contact@pmspl.net.in