

**Admin Officer – Job Description****Job purpose**

The Admin Officer is responsible for providing effective, timely and compliant administrative and operational support to ensure the smooth implementation of the project. The position will coordinate day-to-day administrative services, logistics, procurement follow-up, facilities, assets, records and related support functions in accordance with HAND policies, approved project procedures and applicable UNICEF requirements.

The post holder will work closely with programme, finance, procurement, HR and logistics teams to ensure efficient use of resources, proper documentation and timely delivery of administrative services to support project implementation.

**Job responsibilities**

- Coordinate day-to-day administrative and operational support to ensure effective and uninterrupted project implementation.
- Support procurement, logistics, travel, transportation, accommodation, meetings, events, supplies and other administrative arrangements in coordination with relevant departments.
- Maintain accurate administrative records, files, inventories and documentation, ensuring proper filing, archiving and confidentiality.
- Support management of project assets, equipment, office supplies and facilities, including tracking, maintenance and appropriate utilization.
- Assist in monitoring administrative and operational expenditures, commitments and resource needs in coordination with Finance and the Project Manager.
- Support recruitment, onboarding, attendance and other administrative arrangements for project personnel in coordination with HR.
- Ensure administrative processes comply with HAND policies, donor requirements, internal controls and applicable procedures, and flag operational risks or gaps to management.
- Coordinate with suppliers, service providers, authorities and other stakeholders on administrative and logistical matters and follow up on pending actions.
- Provide timely administrative inputs to project reports and support audits, reviews and other compliance requirements.
- Support safe, efficient and accountable operations and perform other relevant duties assigned by the supervisor.

**Qualification and Experience**

- University degree in Business Administration, Management, Finance, Accounting, Public Administration or a related field.
- Minimum 3 years of relevant experience in administration, office management or operational support, preferably with an NGO, INGO or UN-funded programme.
- Demonstrated experience in administrative coordination, procurement/logistics follow-up, records management, asset management and service-provider coordination.
- Experience in humanitarian or development settings and familiarity with donor compliance, internal controls and administrative procedures is an advantage.
- Good knowledge of MS Office and administrative systems, with strong organizational and documentation skills.

#### **Skills**

- Administrative and operational coordination.
- Planning, organization and prioritization.
- Procurement and logistics follow-up.
- Documentation and records management.
- Budget and resource monitoring.
- Communication and stakeholder coordination.
- Problem-solving and attention to detail.
- Integrity, confidentiality and accountability.

#### **Please note:**

- Please note that these vacancies are part of a roster/pool of potential candidates.
- No start date is confirmed at this stage, and any engagement will be contingent upon the successful completion of all required project procedures and approvals.

#### **Work Location: Aleppo and Idlib**

**You are kindly requested to submit your resume with the title in the subject line " Admin Officer " to the following email address: [career.sy@hand.ngo](mailto:career.sy@hand.ngo) Applications without the subject name will not be considered.**