**JOB DESCRIPTION**

**Role: Officer - Administration**, LEHS|WISH

**Number of Position(s):** 1

**Reporting: Manager - Administration**

**Location:** Delhi

**External Stakeholders:** Vendors/Suppliers, Outsourced Manpower Agency, Transporters

**Internal Stakeholders:** Cross functional teams across the organization, Outsourced pantry and housekeeping staff, Driver

**Education:** Graduate with good academic record preferably computer science, Good communication and PR skills, Team player

**Experience:** 5-6 years of experience of working in development sector with Admin and Procurement domain. Excellent verbal, written and communication skills, fluency in Hindi & English. Self-motivated & ability to work in a team

**Job Role:**

The person recruited for this position will be the overall responsible for Admin & Procurement role at Wish Foundation Head Office, New Delhi. Main role is to coordinate the functions of Admin Operations and Procurement through ERP platform. The person will directly report to the Specialist/Manager-Administration. Quality procurement, Procurement arrangements, coordinating supporting admin operations, organize procurement of services/goods/consumables / stationery supplies as required for the state office and monitor its use as mandated by Standard Operating Procedure (SOP). Overall responsible for Office administration and smooth transaction.

**Responsibilities:**

**Support Procurement and Supply Chain:**

Organize procurement of medical consumables, equipment’s as required for program implementation team and monitor its use as mandated by Standard Operating Procedure (SOP)

Support in preparing Procurement Plan in coordination with Program Team

Ensure that vendor list is updated and Procurement Policy is followed

Negotiate to get best value for good and services.

Ensure effective and accountable Procurements support to the field team

**Support in ensuring smooth administrative services**

Adherence to Admin SOP

Maintain stock register of consumables and office equipment

Coordinate maintenance of all office equipment and utilities

Maintain communication with state offices through e-mail, fax, courier and post

Support in ensuring timely payments to Vendors

**Travel and Procurement Arrangement (If required)**

Organize travel and stay for state staff visiting outside and for visitors to the state

Provide support in organizing workshops / seminars initiated in the state

Provide support during any emergency

Provide Procurement support for events – venue selection, printing, distribution etc.

Ensure management of vehicles and appropriate allocation and their safe use.

**Management of Records and Assets**

Maintain all PO records, MoU, Agreements in digital as well as hard copy files

Maintaining the filing system in their respective locations

Provide assistance to other units in liaising with vendors, transporters and landlords

Coordinate assisting administrative support during emergency responses, as required by the team

**Others:**

Coordinate with Programme Team to make their procurements (Service and products) as per the programs/project requirements

Orientation of procurement procedures to the program teams

Review of PR requests and processing the procurements

Ability to operate and promote cost-effective procurements to maximize resources for beneficiaries

Undertake additional responsibilities as and when assigned in the best interests of the organisation

Contribute to a positive working environment.

Promote the work of Wish Foundation– communicating, both internally and externally, in an accurate, sensitive and motivating fashion

Adhering to financial norms and procedures of Wish Foundation

Other ad hoc duties as required in line with your skills, experience and role

**Necessary Skills:**

Willingness to work irregular hours when the job dictates (such as for events, in emergency response times etc.)

Good skills in basic computer applications

**Personal Attributes:**

* Excellent communication, interpersonal, and negotiation skills
* Ability to work long hours and under pressure, when necessary
* Good relationship building, able to get things done at all levels
* Strong team skills. Willing to cooperate with others and work in a participatory manner
* to achieve established goals
* High level of professionalism in conduct
* High degree of professional and personal integrity
* Positive attitude: High motivation, proactive & flexible-yet-uncompromising
* Quick learner
* Respect for deadlines
* Attention to details
* Ability to work long hours under pressure
* Team player

**About us:**

Lords Education and Health Society (LEHS) is a not-for-profit entity that was established in 2003. In 2014, the Wadhwani Initiative for Sustainable Healthcare (WISH), the flagship program of LEHS, was established. LEHS|WISH works towards improving the quality of and access to primary healthcare services for the under-served communities in India. WISH is implementing healthcare models through partnership with state governments, international agencies and the private sector by appropriately introducing promising healthcare innovations in the public health system in order to build an equitable, innovation-led and evidence-based quality healthcare system within easy reach of the underserved populations. LEHS|WISH is committed to building an equitable, quality-assured, innovation-led ecosystem that makes healthcare accessible to the most underserved.

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| **Our Values**At LEHS|WISH we strive to live our values | **Our Purpose- Vision, Mission and Goal**At LEHS|WISH our purpose governs all our action |
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**Our Approach**

Our work is positioned at the intersection of **primary health care** and **innovations**.



LEHS|WISH is an equal opportunity employer. All candidates applying for the position should submit their resume and cover letter specifying the position name in the subject line along with notice period and current/ expected compensation details to career@wishfoundationindia.org

**Date of job posting: 3 January, 2023**

**Apply before January 15, 2023 for best consideration**