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Under the Royal Patronage of Her Majesty Gyaltsuen Jetsun Pema Wangchuck

Inspiring personal responsibility and actively involving the people of Bhutan in
Conservation of the Kingdom's Environment

Terms of Reference for Adm Officer

Administrative, Legal, and Procurement Services

Specific Roles and Responsibilities

- Oversee day-to-day management, maintenance, and security of the office.
- Ensure timely maintenance and update of vehicle registration, insurance and other documents of all office vehicles.
- Ensure all lease agreements with the tenant and RSPN land lease documents are updated and renewed regularly as per its contract/lease terms and conditions.
- Take the lead in standardizing and updating the organization's filing, referencing, and record tracking system in consultation with other divisions/programs.
- Ensure all old files (Core and Project) are stored in a safe place for future reference.
- Prepare, maintain, and update standard employment contracts, lease agreements, and insurance of staff, vehicles, equipment, and other relevant property.
- Facilitate procurement of goods and services including day-to-day procurement and maintenance of office furniture, IT equipment, vehicles, telephone/communications, and other equipment and supplies.
- Execute procurement of goods and services as per prescribed regulations including preparation of ToR, call for tender, receipt of tender documents, coordinate opening of tender documents with Tender Committee, prepare comparative statements, contract agreement, and award work order in consultation with the AFD chief).
- Check and verify procurement bills of Goods and Services and forward them to the AFD Chief for endorsement and settlement of accounts.
- Conduct market research and cost-effective analysis before the procurement of any goods and services.

Specific Roles and Responsibilities

- Prepare, maintain, and update standard employment contracts of all employees.
- Ensure all new employees of the organizations are well oriented on the organization's working system, timing, and other entitlement and benefits are specified in the orientations to new employees.



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- Ensure all data/records about employees' appointments, attendance/ working hours, leave, training, studies, training bonds, certificates, performance evaluation reports, etc. are updated regularly.
- Generate and manage the organization's monthly payroll by applicable regulations and human resource policies and procedures of the organization.
- Coordinate recruitments of new staff (advertising, shortlisting, interviews, following up with referee, etc.).
- Provide all necessary administrative services including securing timely permits, VISA, etc. for staff, guests, and consultants of RSPN.
- Prepare comprehensive Terms of Reference for all employees in consultation with the PDD and concerned divisions.
- Organize the Monthly/Quarterly/ Ad-hoc Meetings.
- Coordinate recording of minutes of the Monthly/Quarterly/ Ad-hoc meetings.
- Coordinate the deployment of Interns.
- Ensure all logistic requirements for the office and any event are arranged as requested by divisions/programs/projects.
- Any other task assigned by the Supervisor.

Knowledge and experience

- Hold a minimum of Bachelors degree related field.
- Has at least 3 years experience in related field
- Has strong leadership and advocacy skills
- Good writing and speaking skills
- Possess negotiation, conflict management, and networking capabilities
- Basic computer skills