

## **TERMS OF REFERENCE / JOB DESCRIPTION FOR OFFICE MANAGEMENT EXPERT**

<b>Job Title:</b>	<b>Office Management Expert</b>
<b>Location:</b>	Dehradun, Uttarakhand with travel to project cities and other places as per the project requirements
<b>Contract term:</b>	One year with possibility for extension
<b>Start date:</b>	Immediately
<b>Responsible to:</b>	Managing Director, Uttarakhand Metro Rail Corporation (UkMRC), Uttarakhand Dehradun / or any other officer authorized by them.
<b>Responsible for:</b>	Management of Office /Administration of the Corporation.

**Background:** UkMRC has been setup by Government of Uttarakhand as a special Purpose Vehicle for implementation and operation of Rail Based Mass Rapid Transit System (Metro) in selected cities of Uttarakhand.

### **Objective**

UkMRC is seeking experts who are familiar with office procedures and standards in particular with the Government sector.

### **Scope of Work**

He / She will be responsible for office management activities to assist the corporation in the implementation of activities with focus on the following tasks.

1. Day to day management, upkeep and maintenance of office equipments and fulfilling requirements of various officials pertaining to office support staff.
2. Help the corporation to prepare reimbursement documentation with respect to office expenses in the project implementation unit.
3. Maintains office mail systems and other relevant document for the corporation.
4. Event /training management.
5. Office record keeping.

### **Expected Results/Final Deliverables:**

1. Assessment of requirement in the office and report submission to the reporting officer.
2. Coordinate with procurement section to prepare document for advertising the quotation/notices or Collection of quotation for various procurement activities.
3. Comparative study of the various quotations and put it to purchase committee for petty purchases.
4. Developing and maintaining procedures for the effective control of project purchasing procedures to ensure cost control;
5. Collection /receiving of the supplied item as per the specification. He will ensure documentation regarding all the purchase as per guidelines.
6. Supervising and commissioning of all office management related processes and recommending the issuance of provisional or final acceptance certificates.
7. Follow specifications and purchase conditions to ensure quality and quantity compliance with standards;
8. Perform other duties as required by the reporting officer.

### **Qualifications and experience**

Provide expertise for office management related issues;

1. Knowledge of office management;
2. Knowledge of the processes and systems in the Government of Uttarakhand and any multilateral bilateral funded agency;
3. Ability to perform a broad range of specialized activities related to office , event management , execution and their management Processes,
4. Demonstrate strong IT skills - Computer literacy, in particular experience with MS office, MS project and AutoCAD etc.
5. Education: As mentioned in the advertisement against the post(s)
6. Experience of **(number of years as mentioned in the advertisement against the post(s))** years from reputed government department/organisations.

**Reporting:** The officer will report to the Managing Director or any other officer authorized by them.