

Job Framework

Stock and Admin Officer

The **Stock and Admin Officer** will provide key administrative support for the Support Services function of Marie Stopes and will coordinate and assist with: stock/procurement, office facilities & admin, fixed asset and logistics. This role is key to the successful coordination of our support services across the organisation.

job Title:	Location:	Reporting to:	Probationary Period:
Stock and Admin Officer	Head Office, Phnom Penh	Head of Support Services	Up to 3 months

Marie Stopes International is a global organisation providing personalised contraception and safe abortion services to women and girls. Our local teams of professionals are passionate about the work they do in communities across 37 countries. The services they provide give a woman the power to choose when she has children so that she's free to pursue her plans and dreams for herself and her family. Marie Stopes International Cambodia (Marie Stopes) was established in 1998 and operates 7 reproductive health clinics, clinical outreach services, a call centre to provide information to clients and provides technical support to numerous public and private partners. In 2016, Marie Stopes provided services to approximately 80,000 women and men in Cambodia. A key responsibility of this role is to further **Marie Stopes' Vision: A world in which every birth is wanted** and its **Mission** of ensuring the individual's right to: **Children by choice, not chance.**

It is a role requirement that the job holder must fully comply with, promote and live **Marie Stopes' Core Values:**

Mission Driven	Client Centred	Accountable	Courageous
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Key Responsibilities	Measure
<p>Procurement and Stock Support</p> <ul style="list-style-type: none"> Assist line manager to process purchasing transactions in adherence to procurement policy forms/processes and donor compliance. Assist and coordinate the annual procurement planning process. Ensure no fraud, including commissions are received by any team member across the organisation. Coordinate efficient stock management, including ordering stock and arranging the receipt and delivery of stock to the support office and across all clinics to ensure stock levels are always maintained. Manage and administer the internal stock control system and update all stock movements, ensuring compliance with the relevant requirements. Coordinate with all the clinics and arrange the schedule for the quarterly stock count at each MSIC's location. Plan and attend regular stocktakes with Finance Department at MSIC locations. Submit monthly stock movement reports to Finance. Maintain security and appropriate storage of stock at all times and in line with set guidelines. 	<ul style="list-style-type: none"> Annual procurement plan adhered to Procurement Policy. Non-compliance with procurement policies or potential fraud are brought to the attention of the HoSS in a timely manner. Quarterly stock count and reports completed on time and report regularly Ensure QTA score of stock management above 90%. Accurate and on-time stock reports are submitted to Finance. No stock-outs.
<p>Assist in the Drug re-register licenses</p> <ul style="list-style-type: none"> Prepare and submit the documents to re-register the drug licenses with the MoH. Work closely with the government official at MoH to ensure any updates on the requirements of drug re-registration licenses are met. Coordinate with the recommended suppliers from MSI UK Supply Chain Team to ensure the correct supporting documents are used when applying for the drug licenses. 	<ul style="list-style-type: none"> Ensure all the drug licenses are valid at all times Required documents are submitted to the Ministry of Health on time.
<p>Support Office Management</p> <ul style="list-style-type: none"> Update and renew the insurance (vehicle, motorbike, fire and burglary) for the support office and clinics. Assist HR manager to support international guests visiting MSIC including booking flights, preparing visas, booking accommodation, setting up meetings and internal briefings with staff. Supervision and full responsibility for all office administration needs including maintenance and provision of office supplies. Monthly purchase of office and refreshment supplies for the office's usages. 	<ul style="list-style-type: none"> Ensure all offices' insurance are renewal on time. Support office environment well-maintained, secure and clean. Positive feedback from international guests. Adequate office supplies in use.

Key Responsibilities		Measure
<ul style="list-style-type: none"> Prepare the monthly offices' facilities payments including rent, staffs' transportation and utilities expenses for approval by the Finance Department. Coordinate the accurate provision of the cell card allowance to approved staff each month. Provide customer service to guests calling and arriving at support office. Assist in coordination workshops and team building days to build and maintain a positive culture. 	<ul style="list-style-type: none"> Ensure no any office's penalty payment occurs. Staff provided with accurate cell card allowance each month. Feedback from guests is positive Phone is answered within 3 rings 	
Assist in the Fixed Assets (FA) Management on Non-IT Equipment		
<ul style="list-style-type: none"> Register a new fixed asset after receiving its code from Finance Dept. Monthly update its user's name and location report and submit to Finance for adjusting in the SUN system Receive and record accordingly the returned fixed assets from staff. Prepare an asset's transfer request form and get a user to sign on it. Semi-annually physical FA counts and updates its report accordingly. Prepare the write-off FA list of unused/broken assets for approval. Arrange the FA disposal as requested by line manager/Country Director. 	<ul style="list-style-type: none"> Ensure all FAs have the codes. Cooperate with the internal and external auditors on the FA as requested. All FAs properly records and submit its report to Finance. No FA missing without acknowledgement from HoSS and approved by CD. 	
Skills and Experience		
Qualifications:		
<ul style="list-style-type: none"> A Bachelor degree 		
Experience:		
<ul style="list-style-type: none"> At least 4 years of practical experience in stock and administration functions. 		
Skills:	Attitude / Motivation:	
<ul style="list-style-type: none"> Good English (written and spoken) is required Fluent in Khmer both oral and written. Solution focused Approachable with strong interpersonal & listening skills Strong office management skills Strong time management and organisation skills with the ability to prioritise effectively The highest levels of integrity, strong ethical sense IT literate and experience with systems 	<ul style="list-style-type: none"> Desire to apply strong office skills to achieve social outcomes Strong supporter of sexual reproductive health rights for all men/women, including abortion services. Adaptable and flexible Able to take initiative Ability to travel frequently if required. Results focused and team player Goes above and beyond Self motivational / Self Starter 	