Local Initiatives for Biodiversity, Research and Development (LI-BIRD)

JOB/POSITION DESCRIPTION

Position title:	Logistic and Procurement Assistant
Level	3
Duty Station:	Head Office, Pokhara
Supervisor/Reports to:	Senior Procurement Officer
Position description:	New **√**
	Revised
	Date: November 2026

JOB SUMMARY: Reporting to the Senior Procurement Officer, the Logistic and Procurement Assistant will provide support on logistics and procurement throughout the organization. She will also provide support in asset management. She shall work in close consultation with Admin and Finance Staff spread across the Head Office, Programme Coordination Office, and different Site Offices for effective logistic and procurement functions.

KEY RESPONSIBILITIES AND TASKS

1. **Logistic Support**
   - Manage project-related and head quarter-related logistic arrangements such as events, celebrations, training and workshops including venue selection and accommodation.
   - Provide necessary support for organizing travel and accommodation for LI-BIRD staff, members, consultants and visitors as necessary.

2. **Procurement**
   - Work on the vendor listing together with the Procurement Officer and relevant staff on an Annual Basis.
   - Update the vendor list quarterly and provide it to the Procurement Officer for approval from the Management Committee.
   - Conduct and maintain vendor AML/CFT screening and records in accordance with organizational policies and procedures.

- Tracking project-wise procurement forms (Purchase Request (PR), Comparison Sheet (CS), Purchase Order (PO), and Goods Received Note (GRN).
- Maintain a register of Request for Quotations (RfQ), Request for Proposal (RfP), and procurement related letters.
- Laise with suppliers to ensure prompt and accurate delivery of goods, services and equipment.
- Ensure goods and services rendered to LI-BIRD to match the purchase order requirements in terms of pricing, quantity, and quality.
- Provide support for maintaining documentation of procurement processes.
- Communicate and coordinate with vendors for the collection and follow-up for quotation and proposal collection.
- Provide support for audits and external review by furnishing documents and information about procurement.
- Draft minutes for procurement related meetings.
- Review the invoices received from the vendor and submit to finance for payment by enclosing relevant supporting documents.

3. Service Agreements

- Support in allocating contract numbers to all the service contracts drafted and finalized by different project staff and archive the service contracts.
- Follow up with project staff for the duly signed agreements and archive accordingly.
- Ensure that all the supporting documents related to the service agreements are in place while submitting the expenses related to the agreements.

Education and Experience: 10+2 in management with four years' relevant work experience in procurement, logistics or administration or Bachelor graduates in management with one year experience.

Competencies and Personal Specification:

- Should possess friendly and easygoing personality and contributes to create positive office environment;
- Familiarity with office machines (e.g. scanners, printers, photocopy etc.);
- Knowledge of office management and documentation systems;
- Communication and interpersonal skills, problem-solving attitude;
- Fluency in both written and spoken Nepali and English;
- Knowledge of Microsoft Offices (especially in Word and Excel);
- Attention to detail including pro-activeness, creativity and reliability; and
- Candidates with valid motorbike/scooter driving licenses are preferred.