



### Job Description: Office Assistant (Messenger/Helper)

<b>Job Title</b>	Office Assistant (Messenger/Helper)
<b>Organizational Unit</b>	Earthquake Response Operation (ERO)
<b>Immediate Supervisor</b>	District Programme Coordinator
<b>Duty Station</b>	Strategic area of Sindhupalchok ( <i>can be transferred as and when required</i> )
<b>Lateral relation</b>	All staffs of Earthquake Response Operation (ERO)

#### Organizational context

Nepal Red Cross in the aftermath of the two successive earthquakes has been implementing integrated recovery activities in the 14 districts that have been classified as the most affected district by the Nepal Government. In line with the PDNA and operational plan of the Government, NRCS with the support of the Federation and Partner National Societies (PNSs) has been leading the implementation of the integrated humanitarian recovery activities through the Earthquake Response Operation (ERO) unit – an independent operational unit reporting to the NRCS management. ERO also functions as a main coordination unit behalf of the RCRC partners in the management and implementation of the integrated operational plan for the recovery.

The Office Helper is an operational part of the District Programme Unit, established under the NRCS Programme District Chapters.

#### Job purpose

The position is tasked to support Office Assistant (Messenger) for the documentation, ensure cleanness of the office and kitchen works.

#### Job duties and responsibilities

The responsibilities of this position are:

- Clean office spaces, table, chair, equipment daily basis.
- Serve tea and coffee to staffs and volunteers and guests.
- Support admin and finance unit to carry out routine work.
- Support to maintain records in warehouse load and unload materials and equipment.
- Support to print banners, IECs following the communication made by seniors.
- Support to keep office equipment in safe places with proper handling.
- Distribute letters, messages following the guidance of seniors.
- Clean clothes, utensils and other official material to ensure its functionalities.
- Maintain toilets and bath rooms clean.
- Support to bring office stationeries, utilities from markets and help to distribute to the concerns as said by logistic staffs.
- Support admin and finance to exchange cheques, make draft, and collect tickets from bus counters.
- Support field activities as and when required.
- Perform other official work as said by seniors.

#### Duties applicable to all staff

1. Actively work towards the achievement of the Nepal Red Cross Society 7<sup>th</sup> Development Plan and Recovery Framework.
2. Abide by and work in accordance with the Red Cross and Red Crescent principles, Code of Conduct for Disaster Response, NRCS Safer Access Framework and Code of Conduct, IFRCs Quality and Accountability Framework and HAP Framework.
3. Perform any other work related duties and responsibilities that may be assigned by the District Program Officer and District Chapter.



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**Position Requirements**

<b>Education</b>	<b>Required</b>	<b>Preferred</b>
Below SLC, but at least 8 <sup>th</sup> class passed	✓	
SLC pass		✓
<b>Experience</b>		
Experience on support service functions and motorbike driving license holder		✓
Voluntary or paid experience with NRCS or with any other I/NGOs or CBOs in Nepal		✓
<b>Knowledge and Skills</b>		
Ability to work in organized and systematic manner	✓	
Ability to organize documents in the systematic manner	✓	
<b>Languages</b>		
Excellent command of Nepali	✓	

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Name and Signature of Supervisor:

Name and Signature of employee

Name: .....

Name: .....

Signature :

Signature:

Date

: .....