

Role Title	Senior Admin Officer
Division	Internal Facing
Grade	D
Location	New Delhi – IPPF South Asia Regional Office
Reports to	Head of Corporate Services
Date	March 2025

Background: IPPF is a locally owned, globally connected civil society movement. We work to ensure people are free to make choices about their sexuality and well-being in a world free from discrimination. IPPF is committed to a world where everyone realizes their sexual and reproductive health and rights and has control over their own bodies, lives, and futures. IPPF South Asia Regional Office (SARO) is one of the six regional networks of the International Planned Parenthood Federation. Staff at SARO is based in New Delhi, India. In the region, we work in eight countries – Afghanistan, Bangladesh, Bhutan, India, Iran, Maldives, Nepal, and Sri Lanka through the Member Associations (MA) -- IPPF accredited organizations-- and collaborative partners.

Role Purpose: The Senior Admin Officer is responsible for overseeing administrative functions and support to Senior Finance Officer in financial activities within the organization. This role collaborates closely with the Corporate Service Team, including the Senior HR & Admin Officer and Senior Finance Officer of IPPF SARO, to implement administrative processes and ensure compliance with organizational policies.

Role Deliverables

The role will work towards delivering the below:

1. Petty cash management and maintaining stock registers for pantry, stationery, drinking water, and kitchen supplies.
2. Coordinating travel arrangements including tickets, accommodations, and local transport for employees traveling internationally or relocating.
3. Supporting conferences, retreats, and regional events logistics.
4. Managing administrative tasks such as office rent, utility payments (electricity, maintenance, internet), timely follow up for payment.
5. Procuring assets and supplies based on requirements, obtaining quotations, and managing end-to-end processing.
6. Renewing Annual Maintenance Contracts and ensuring procurement aligns with office needs.
7. Support to finance team in raising PO, helping in getting audit done and clearing pendency.

Expertise:

- Demonstrated administrative experience with strong organizational and follow-up skills.
- Experience in the Charity Sector
- Evidence of setting and managing robust standards of performance and compliance to tight deadlines.
- Evidence of creating an environment of visibility, transparency, integrity, learning and improvement
- Enthusiastic approach to office management and operational efficiency.
- Collaborative approach, fostering effective working relationships to achieve team goals.
- Ability to work in a diverse, multicultural environment, demonstrating respect for different cultures.
- IT proficiency and capability to ensure systems compliance.

Skills-

- Accountant by qualification.
- Knowledge and understanding of ERP accounting software.
- Excellent excel skills.
- Excellent organization, planning and administration skills to ensure consistency with the ability to multi-task and adapt to changing circumstances
- Collaborates with others to achieve team goals and builds professional effective working relationships.
- Good evaluation and problem-solving skills with a track record of raising issues in a constructive way, advising and putting forward recommendations to make positive progress
- Ability and willingness to work in a diverse and multicultural environment that is respectful of other cultures.
- Fluency in English (oral and written) is required.

Your Ethos:

- Demonstrate an understanding of and commitment to safeguarding in a local and international context.
- Demonstrates ability and willingness to work in a diverse, multicultural, multilingual and intergenerational environment that is anti-racist and respectful of others.
- An intersectional (pro) feminist passionate about sexual reproductive health care rights + justice, including safe abortion.
- Supportive of people's rights regardless of sexuality or gender identity/expression and supportive of workers' rights and access to health care in sex work.

IPPF is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees, volunteers, contractors and partners to share this commitment. Anyone employed with IPPF agrees to sign and adhere to IPPF's Code of Conduct and Safeguarding (Children and Vulnerable Adults) Policy.