Terms of Reference
Administration and Travel Manager
International Initiative for Impact Evaluation (3ie)

Background

The International Initiative for Impact Evaluation (3ie) seeks to improve the lives of poor people in low- and middle-income countries by providing and summarising evidence of which development interventions work, when, why, and for how much. 3ie operates several grant programs to finance high-quality impact evaluations of policies and programmes in these countries, where high-quality impact evaluations are those that measure the net change in outcomes that can be attributed to a specific programme. Ultimately, our intention is to generate evidence that is used by decision makers in governments and elsewhere to focus resources on the most promising approaches.

3ie is registered as a non-governmental organisation in the United States of America and has a branch office in Delhi. The 3ie office in Delhi office houses the Evaluation Office, the Program Office, the Policy Advocacy and Communication Office, Finance, Reporting and Administrative Office.

3ie seeks an Administration and Travel Manager to serve in its New Delhi office who will report to the Deputy Director – Finance and Administration. The primary description of work, duties and responsibilities are provided below.

Description of work

The Administration and Travel Manager will be responsible for the overall working of the administration and travel section under the direction of the Deputy Director – Finance and Administration and will supervise the Receptionist, Hospitality and Office Assistant, housekeeping contractor and travel agency.

Duties and Responsibilities:

- Monitor compliance with administrative, procurement and travel policies in collaboration with the Deputy Director – Finance and Administration.
- Assist the Deputy Director – Finance and Administration in preparation and implementation of the procurement policy.
- Ensure execution of cost effective hotel and travel contracts (car and flight bookings), and negotiate the best service and rates for the organisation.
- Supervise the working of the travel implant provided by 3ie’s travel agency and oversee the tickets booked by the travel agency.
• Manage travel logistics during events; organise visa process, book international and domestic flights, hotel accommodation and transfers.
• Organise local transport and provide logistical support for international visitors.
• Provide effective and timely administrative and other support to ensure the smooth running of the office and operations of 3ie.
• Maintain effective liaison with office landlord, utilities providers, other contractors and keep related contracts and legal agreements properly documented and up to date.
• Ensure execution of contracts with insurance agency for office and staff insurance.
• Oversee the procurement and distribution of office supplies and stationery and maintain supplies by checking stocks; anticipate requirements; place and expedite orders; verify receipts; and stock items.
• Ensure timely payments of contractors, utility services, travel agency, housekeeping vendors.
• Oversee coordination and supervision of Receptionist, Hospitality and Office Assistant, housekeeping staff and travel agency implant.
• Any other work assigned by Deputy Director – Finance and Administration.

Qualifications and Experience

• Masters in Business Administration or Post Graduate Diploma in Management or masters in administration or equivalent qualification, from a reputed institute.
• Minimum 8-10 years of relevant experience in the area of managing international ticketing, administration, office operations.
• Experience of handling international air tickets of approximately INR 30-40 million.
• Experience in providing administrative support, including knowledge of setting up office systems and procedures.
• Experience in development Sector, NGO or public sector will be a plus.
• Ability to communicate effectively, orally and in writing.

Terms of employment

3ie offers competitive remuneration based on relevant experience and qualifications.

Application Procedure

Please apply by e-mail to jobs@3ieimpact.org with the following application material with ‘3ie Administration and Travel Manager’ in the subject line. Incomplete submissions will not be considered:
1. A cover letter  
2. Your CV  
3. Three references

The deadline for submitting applications is 28 February 2015. Only those short-listed will be contacted. 3ie is committed to achieving diversity in terms of gender, nationality, culture and educational background. Individuals with disabilities are equally encouraged to apply. All applications will be treated in the strictest confidence.

For more information on 3ie, please visit: www.3ieimpact.org