

JOB DESCRIPTION

Position Title: Field Administration Cum Procurement Coordinator Department: Programme Support Project: THRIVE Location: Badulla	Reports To: Project & Area Manager Contract Length (If Applicable): One Year Date: 15 September 2026
Summary of Job Position <i>(To describe in general the purpose, duties and responsibilities of the position)</i>	
The Field administration cum procurement coordinator would be responsible for a wide range of facilities and management functions that are crucial for the successful operation of the project/Programme. S/he is responsible for overall coordination of program support functions in the project/programme. S/he will effectively coordinate with other senior members of the programme/project to ensure timely availability of all required support services for effective implementation of project/programme. The field administration and procurement coordinator is ultimately responsible for the efficient and cost effective use of the support staff of the project/programme and as a member of the team ensures that CHRYSALIS material resources are equally and effectively utilized by all levels of staff to optimize operation costs. The person would be responsible for the project office operations, including the availability of adequate office space, power, water and communication services for the office, provisioning of furniture and fixtures, maintenance of vehicles, liaison with vendors, service providers, implementing partners and government authorities, maintaining inventory of the office. S/he will also do the necessary follow-up activities in this regard.	
Main Responsibilities <i>(Main Purpose of the job, why it exists)</i>	
• Monitor and supervise all programme support functions covering procurement, administration, logistics and human resources. ✓ Supervise and guide the all support staff in the project office to ensure smooth financial operation of the Area Office and timely follow up by staff members on all financial and administration related assignments. ✓ Ensure that all Procurement Functions are carried out in accordance with the procurement policies. ✓ Ensure CHRYSALIS leased buildings/ Office under the Project Office are competitive with the local market rate in terms of rent and facilities depending on the location. ✓ Ensure that all lease agreements in relation to program are renewed at stipulated time.	

- ✓ Ensure and monitor that full fill of the basic and required needs for the Project office and other field offices to carry out their function smoothly.
 - ✓ Monitor and supervise vehicle related all documentary work and other operational works
 - ✓ Attend to severe accident cases involving Project Office hired vehicles and in consultation with the supervisor take appropriate measures, safeguarding CHRYSALIS's interest and fulfilling insurance company's requirement.
 - ✓ Supervise and monitor all necessary logistic support activities holding in the Project Office or at other venues.
- **Ensure that CHRYSALIS policies and procedures relating to programme support are disseminated, understood, and applied.**
 - ✓ Educate all staffs with CHRYSALIS policies and procedures related to administration and procurement and its amendment at time to time.
 - ✓ Disseminate all and subsequent amended issues of CHRYSALIS policies and procedures to staff.
 - ✓ Ensure that all CHRYSALIS policies and procedures are appropriately understood and applied by staff and rectify if there is any misunderstood or misapplied.
- **Support for accounting documents comply with payment principles and policies.**
 - ✓ Ensure Project Office payments are made on time
 - ✓ Prepare receipts and adjustments and monitor cash balance.
 - ✓ Ensure proper Data Base Administration.
 - ✓ Support for the donor financial reports in cooperation with the HO
- **Asset Management of Area office and Sub office**
 - ✓ Ensure that the Project Office computerized inventory lists are updated on a regular basis. Send states reports to the Inventory units on a monthly basis.
 - ✓ Conduct periodical physical checks of all items located under the Project Office.
- **Ensure Partner compliances**
 - ✓ Train all project implementing partners on Donor/ CHRYSALIS process and procedures
 - ✓ Ensure all procurement and administrative issues are undertaken in accordance with CHRYSALIS policies
- **Staff development of all direct reports.**
 - ✓ Arrange necessary training to the support staff in order to promote understanding of CHRYSALIS's policies and procedures.
- **Collaboration and contacts:**
 - District level- GoSL and Line Agencies, INGO/ Local NGO / Vendors/ Suppliers/ partners
- **Working conditions**
 - Diversified- functional and administrative supervision, Implementing strategies / methodologies
 - Negotiate with different stakeholders on variety of issues, Storing and dissemination of information including field travel.

MINIMUM QUALIFICATIONS AND EXPERIENCE REQUIRED:

- Completion of related Tertiary education.
- Minimum 5 years work experience in the development or humanitarian sector

- Experience in people management
- Experience of working with projects funded by multiple donors
- Experience of working with government and other key stakeholders
- Experience of working with local partners
- Strong analytical, procurement and logistics skills
- Excellent leadership, negotiation, relationship-building and communication skills.
- Proven initiative, flexibility and ability to prioritize in a demanding environment and to tight deadlines.
- A strong commitment to Chrysalis Sri Lanka & its core values.
- The successful candidate is expected to be an agent of change. As such cultural and contextual sensitivity will be paramount, as well as an understanding of how their own personal characteristics may impact on others.

Selection Criteria (*Minimum Qualifications and Experience Required*)

Education:	Basic degree (preferable area of educational qualification BBA, BBM, or supply chain management)
Prior Experience / Industry / Other:	Minimum of 5-year experience in the relevant field
Required Skills, Knowledge, Behaviors:	1. Administrative Skills:- Strong planning, coordination, and organizational skills, Managing correspondence, records, files, and documentation, Meeting and event coordination, Travel, accommodation, and logistics arrangements, Office management and inventory control, Ability to prioritize multiple tasks and meet deadlines, Good communication and interpersonal skills 2. Procurement Knowledge:- Understanding of procurement policies, procedures, and guidelines , preparing Purchase Requests (PRs), Purchase Orders (POs), quotations, and procurement documentation, Obtaining and comparing quotations from suppliers, Supplier identification, evaluation, and management, Understanding of competitive procurement processes, Preparing bid/quotation comparison sheets, Managing procurement timelines and follow-ups & Understanding of ethical procurement, transparency, and conflict-of-interest requirements 3. Financial & Budget Knowledge: - Basic understanding of budgeting and expenditure monitoring, Checking invoices, quotations, and supporting documents, Understanding of payment procedures, Ability to identify discrepancies in financial/procurement documents, 4. Supplier & Stakeholder Management:- Good negotiation and communication skills, Building professional relationships with suppliers and service providers, Following up on quotations, deliveries, invoices, and payments, Handling supplier complaints and resolving issues professionally & coordinating

	Coordinatorwith programme, finance, logistics, and management teams 7. Personal/Behavioral Skills:- Attention to detail, Integrity and confidentiality, Accountability and responsibility, Problem-solving ability, Time management
Core Competencies:	<i>Strong organizational and coordination skills</i>
Core Competencies:	<i>Knowledge of procurement policies, procedures, and guidelines</i>
Core Competencies:	<i>Financial and numerical skills</i>
Working Conditions:	Field finance Coordinator, SPC PCs and PAs

Core Competencies: *Leadership skills / Financial and numerical skills/ Communication/ Problem solving / <add other competencies/requirements> etc.*