



SEAOHUN Foundation Administrative Officer — Scope of Work

Background and Overall Description

Established in 2011, the South East Asia One Health University Network (SEAOHUN) is a consortium of 10 universities and 14 faculties in Indonesia, Malaysia, Thailand, and Vietnam that are collaborating to build One Health capacity and academic partnerships with government, national, and regional stakeholders in the South East Asia region. SEAOHUN member faculty and staff receive support from USAID through a project managed by the University of Minnesota (UMN) and Tufts University to enhance the student experience – learning One Health approaches to prevent and address outbreaks of zoonotic and emerging infectious diseases. A key function of SEAOHUN is to encourage and facilitate collaborative activities and projects among network members, with an emphasis on trans-disciplinary and trans-boundary partnerships. Programming includes but is not limited to support for student and staff exchanges, curriculum development, strengthening and developing teaching methodologies, and support for research capacity building and innovative projects that provide an evidence-base for One Health advocacy with government and other collaborating partner agencies.

Purpose:

The Administrative Officer assists the Operations Manager and provides support in all aspects of administration, logistics, procurement, and human resources. S/he will be responsible for the everyday administrative management at the SEAOHUN regional office, which includes providing supervision support to the SEAOHUN administration team, occasionally assisting in monitoring the budgets and pipeline of the regional office, supervising procurement and purchases, and supervising the capacity building of staff to ensure compliance with University of Minnesota and USAID rules and regulations. The Administrative Officer is expected to work closely with the UMN project personnel including UMN regional advisors.

The position requires a hands-on analytical, detail-oriented, self-motivated professional who is able to effectively support SEAOHUN administration and operations. The Administrative Officer is expected to identify and develop strategies to optimize the administration process to make it as efficient and effective as possible in order to support SEAOHUN team's evolving needs, particularly recognizing the increasing volume and complexity of the project.

Objectives and Duties:

Essential Job Functions: Responsibilities may include, but are not limited to, the following:

1. Operations Management

- Manage the administration function of the SEAOHUN Secretariat, under the supervision of the Program Manager.
- Establish administrative systems, standard operating procedures and provide guidance on implementation for smooth office operations.
- Ensures compliance with UMN and USAID regulations for project procurement and ongoing activities.
- Oversee local and international travel, procurement, shipments, and safe custody of assets.
- Review and advise on administrative matters including leases, statutory requirements and contracts with third parties.
- Plan, organize, direct and supervise work activities in a manner that provides prompt and efficient services to internal and external customers.
- Initiate vendor development and identification programs for various services with the objective of maintaining sustainable and mutually beneficial relationships with vendors.
- Undertake contract negotiations and finalization with selected vendors/contractors, as appropriate.
- Responsible for complete arrangements for events, conferences, seminars and other functions organized from time to time;
- Assist in human resource management such as recruitment, induction, and performance management. Prepare interview packets and serves on interview panel when requested;
- Assists the Program Manager and UMN/Tufts personnel as requested.

2. Additional Responsibilities

- Train new staff on SEAOHUN, UMN, and USAID rules and regulations.
- Maintain and update operations manuals/handbooks, as necessary.
- Assume additional responsibilities of a financial/administrative nature as requested.
- Performs other duties as assigned by supervisor and UMN regional advisor.
- Ensure that all reporting requirements for SEAOHUN, the University of Minnesota, and USAID are met while implementing proper operating and reporting procedures and maintaining quality.
- Prepare reports following the format required by the donor (USAID) and implementing partners (UMN/Tufts) and submit the report to the Program Manager for approval.
- Coordinate SEAOHUN activities with country-level One Health network counterparts and with UMN regional advisors.

