

Good Neighbors Sri Lanka is a humanitarian and development non- governmental organization committed to helping children, families, and communities achieve their full potential by addressing the root causes of poverty

Admin & Logistics Officer

Location: Head Office, Colombo

1. Position Overview

The Admin & Logistics Officer will provide comprehensive operational support to Good Neighbors International's disaster response and recovery program in Sri Lanka. This includes managing logistics, procurement, fleet, assets, office administration, HR administration, and documentation to ensure timely and efficient program implementation.

The role requires strong coordination and organizational skills, along with experience in emergency or humanitarian settings, and the ability to support essential HR administrative processes such as maintaining personnel files, attendance records, and coordinating recruitment and onboarding documentation.

2. Key Responsibilities

A. Administration & Office Management

- Manage day-to-day administrative operations of the project office.
- Work closely with Finance and Program teams to gather necessary information and documents.
- Maintain HR record and information.
- Maintain organized filing systems (physical and digital) for documentation, official letters, contracts, and project records.
- Oversee office supplies, utilities, facility management, repairs, and equipment maintenance.
- Arrange meetings, workshops, training, staff travel, and logistics.
- Ensure proper management of office assets, stock, and inventories.
- Provide administrative support for program activities and field operations.

B. Procurement & Supply Chain

- Lead procurement of goods, services, and relief materials in compliance with GNI policies.
- Prepare purchase requests, RFQs, bid analyses, supplier evaluations, purchase orders, and contracts.
- Maintain a supplier database and ensure transparent process documentation.
- Track deliveries, coordinate with vendors, and ensure timely dispatch of materials to field locations.
- Maintain procurement trackers, contract trackers, and all documentation required for audit and donor review.
- Ensure proper warehousing, stock control, and documentation for relief items.

C. Logistics & Fleet Management

- Plan and coordinate transportation of staff, goods, and emergency supplies.
- Manage the office fleet, including vehicle allocation, movement planning, fuel management, logbooks, and maintenance schedules.
- Oversee loading/unloading, storage, and distribution of materials in the field.
- Maintain updated inventory and asset registers for all equipment and supplies.
- Conduct periodic physical verification of stock and assets.
- Ensure compliance with safety and operational guidelines during field movements.

D. Emergency Response Support

- Support rapid mobilization of logistics during emergencies and field activities.
- Ensure transportation, procurement, and supply chain needs are met during relief distributions and assessments.
- Report any safety, access, or logistics challenges to supervisors promptly.
- Assist the team with coordination of relief items, temporary storage, and delivery arrangements.

E. Coordination & Communication

- Serve as the primary point of contact between the organization and the NGO Secretariat
- Ensure timely communication regarding organizational updates, submissions, renewals, and compliance matters.
- Maintain regular follow-ups with the Secretariat to track application or approval status.
- Coordinate closely with program, finance, and logistics teams to ensure smooth operational support.
- Communicate with suppliers, service providers, transport companies, and relevant external partners as needed.
- Liaise with field teams to identify and respond to logistics and administrative requirements.
- Participate in internal coordination meetings and provide regular updates on admin, procurement, and logistics matters.

F. Documentation and Submission

- Prepare, compile, and verify all required documents for registration, annual reporting, project approvals, visa extensions, or any other compliance-related matter.
- Ensure that documents meet the Secretariat's formatting, content, and procedural requirements.
- Maintain both hard copies and digital records of all submissions and acknowledgements.
- Maintain a tracking system for all submissions, approvals, deadlines, and pending matters.

3. Required Qualifications & Experience

Education

- Bachelor's degree in business administration, Logistics, Supply Chain Management, Management, or similar qualifications.

Experience

- Minimum 5 years of experience in logistics, procurement, and administration roles.
- Experience working in NGOs, humanitarian settings, or disaster response is an advantage.

4. Skills & Competencies

- Strong knowledge of procurement systems and logistics operations.
- Excellent organization, coordination, and time-management skills.
- Ability to work calmly under pressure, especially during emergencies.
- High attention to detail and commitment to transparent documentation.
- Good communication and interpersonal skills.
- Ability to work independently with minimal supervision.
- Proficiency in MS Office tools (Word, Excel, PowerPoint).
- Strong integrity, reliability, and adherence to ethical standards.

Immediate joining is preferable.

Salary: Negotiable

Application Process

Eligible and interested candidates are requested to send their most recent CV along with a cover letter (including details of relevant fund raising experience with timelines) and contact information of two non-related referees to goodneighborssl@gmail.com on or before 24th December 2025. Please include “Admin & Logistics Officer – Good Neighbors Sri Lanka” in the subject line of your email.

Only shortlisted candidates will be contacted for the next steps in the recruitment process. Applications received after the deadline will not be considered.

Canvassing at any stage of the recruitment process will lead to automatic disqualification. Good Neighbors Sri Lanka maintains a zero-tolerance policy on sexual exploitation and abuse, harassment (including sexual harassment), and discrimination. All selected candidates will undergo reference and background checks as part of the hiring process.

Good Neighbors Sri Lanka is an equal opportunity employer