

Generating Data to Advance Women's Social and Economic Wellbeing in Pakistan 2016 – 18

Admin & Logistics Assistant: -

Job Title:	Admin and Logistics Assistant
Reports to:	Project Director/Admin & Logistics Officer
Appointing Authority:	Chairperson PCSW / Project Director
Nature of Appointment:	04 Months Contract or completion of the project, whichever is earlier.
Responsibility:	<ul style="list-style-type: none"> • Provide clerical support (i.e. filing, photocopying, scanning etc.) • Maintain project assets register. • Responsible for the management of office stationery and supplies, including maintenance of stock register. • Making travel arrangements for project staff, government officials and other stakeholders. • Ensures close coordination and provide maximum administrative support to Punjab Bureau of Statistics on need basis. • Responsible for transportation arrangements, maintenance of project vehicles and office machinery and equipment. • Ensures cleanliness and maintenance of project office premises. • Provide logistic support for arranging meetings, events and workshops for project activities. • Prepare quotations, tender documents, disseminate, prepare comparative statements and ensure quality goods and services as per government/PCSW policy and procedures. • Receive and check invoices from vendors against the delivery of goods and services get certification from requesting officer and forward to finance for payment processing and ensure the proper recording of the receipt of goods and services. • Perform any other duty assigned by Project Director.
Minimum Qualification, Age & Experience:	<p>Qualification: Graduation from HEC recognized institution.</p> <p>Experience:</p> <ul style="list-style-type: none"> • At least 2 years of relevant work experience in admin & logistics. Must be proficient in PPRA rules and procurement process. • Experience in the usage of computers and office software packages (MS

	<p>Word, Excel, etc).</p> <ul style="list-style-type: none"> • Fluency in English is required. <p>Age: Not less than 23 years.</p>
Required Skills and Knowledge:	<ul style="list-style-type: none"> • Demonstrating/safeguarding ethics and integrity • Demonstrate corporate knowledge and sound judgment • Self-development, initiative-taking • Acting as a team player and facilitating team work • Facilitating and encouraging open communication in the team, communicating effectively. • Managing conflict • Learning and sharing knowledge and encourage the learning of others. • Informed and transparent decision making
Pay, allowances, and perks	Market base pay package.
Mode of filling up the post	<ul style="list-style-type: none"> ▪ Through open competition after advertisement in the Press. ▪ Selection would be made by Recruitment committee of PCSW.