

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

## Admin & Logistics Officer: -

<b>Job Title:</b>	<b>Admin and Logistics officer</b>
<b>Reports to:</b>	Project Director
<b>Appointing Authority:</b>	<b>Chairperson PCSW / Project Director</b>
<b>Nature of Appointment:</b>	04 Months Contract or completion of the project, whichever is earlier.
<b>Responsibility:</b>	<p>Ensure implementation of operational strategies, focusing on achievement of project results by full compliance of administrative and logistic activities with government/PCSW policies and procedures. Ensure effective administrative, human resources, asset management and logistical support, focusing on the achievement of the following results:</p> <p><b>Administrative Services:</b></p> <ul style="list-style-type: none"> <li>• Be responsible for day-to-day project correspondences, information sharing and filing ensuring that appropriate follow-up actions are taken.</li> <li>• Sort and prioritize all incoming mail, correspondence etc., directing them to other relevant staff members as necessary.</li> <li>• Provide clerical support (i.e. filing, photocopying, scanning etc.)</li> <li>• Act as project asset focal person and maintain project assets register.</li> <li>• Responsible for the management of office stationery and supplies, including maintenance of stock register.</li> <li>• Act as a project travel focal person i.e. making travel arrangements for project staff, government officials and other stakeholders.</li> <li>• Ensures close coordination and provide maximum administrative support to Punjab Bureau of Statistics on need basis.</li> <li>• Responsible for transportation arrangements, maintenance of project vehicles and office machinery and equipment.</li> <li>• Ensures cleanliness and maintenance of project office premises.</li> </ul> <p><b>Logistics and Procurement Management:</b></p> <ul style="list-style-type: none"> <li>• Liaise with project counterparts on day-to-day implementation of project activities.</li> <li>• Provide logistic support for arranging meetings, events and workshops for project activities.</li> <li>• Prepare quotations, tender documents, disseminate, prepare comparative statements and ensure quality goods and services as per government/PCSW</li> </ul>

	<p>policy and procedures.</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Perform any other duty assigned by project manager.</li> </ul>
<b>Minimum Qualification, Age &amp; Experience:</b>	<p><b>Qualification:</b> Master's (16-years education) in Business Administration, Public Administration or related subjects from HEC recognized institution.</p> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• At least 3-5 years of experience of administration, procurement and logistics management at the national or international level</li> <li>• Experience in the usage of computers and office software packages (MS Word, Excel, etc) and knowledge of spreadsheet and database packages, experience in handling of web based management systems.</li> <li>• Fluency in English is required.</li> </ul> <p><b>Age:</b> Not less than 25 years.</p>
<b>Required Skills and Knowledge:</b>	<ul style="list-style-type: none"> <li>• Demonstrating/safeguarding ethics and integrity</li> <li>• Demonstrate corporate knowledge and sound judgment</li> <li>• Self-development, initiative-taking</li> <li>• Acting as a team player and facilitating team work</li> <li>• Facilitating and encouraging open communication in the team, communicating effectively.</li> <li>• Managing conflict</li> <li>• Learning and sharing knowledge and encourage the learning of others.</li> <li>• Informed and transparent decision making</li> </ul>
<b>Pay, allowances, and perks</b>	Market base pay package.
<b>Mode of filling up the post</b>	<ul style="list-style-type: none"> <li>▪ Through open competition after advertisement in the Press.</li> <li>▪ Selection would be made by Recruitment committee of PCSW.</li> </ul>