

ADMIN OFFICER

Duty Station:	Peshawar
No of Positions:	01
Report To:	Deputy Director HR and Admin
Salary Package:	Equivalent to BPS 17 of KP Project Pay Policy

A. Job Description

i) Overall Role

The role of Admin Officer is to assist Deputy Director HR and Admin in all admin, logistic and inventory functions and will also play an active role in the design and updating of ADMIN, logistic and inventory tools.

ii) Key Responsibilities

The major areas of responsibility for the Admin Officer include:

- **Administration**
 - Handle employee EOBI, Insurance and Provident fund and other benefits including travel and hotel.
 - Housekeeping, coordinate transportations and security arrangement.
 - Day do day operational activities - look after pool vehicles, driver, maintenance, logbook, cleanliness, in and out vehicles logbook etc.
 - Vehicles scheduling arrange fuel advances for drivers for official visits, and review and summarize driver's bills.
 - Utility bills management, check meter readings and compare with bills, and timely utility bill payment
 - Supervise/coordinate drivers, sweeper and security guard.
 - Setup and coordinate meetings and conferences and arrange refreshment, tea and lunch etc.
 - Serve notices or any other legal letters to the concerned person/office
 - Check the generator logbook and in and out official vehicles logbook.
 - Maintain correspondence file.
 - Draft minutes of meeting.
 - Perform other related duties as required.
- **Procurement of Office Supplies** - Initiate purchase requests and keep track of the stages through which each order is routed until receipt and payment by ensuring compliance with policies and procedures.
 - Coordinate with offices to determine purchasing needs and specifications.
 - Research, identify, and evaluate vendors for pricing and quality and maintain vendor's list and contacts
 - Draft minute of meeting of procurement and obtain committee approval.
 - Forward purchase orders to vendors and ensure timely supply of materials.
 - Receives purchases and check requests, checks for accuracy, and forwards to Manager HR and Admin.
 - Receives, inspects, and distributes merchandise to appropriate individuals/ office

- Evaluates the quality and appropriateness of supplies and equipment; conducts cost/quality comparisons prior to submitting requests to Manager HR and Admin.
- File damage claims with freight companies or vendors and return orders
- Prepare note sheet for final settlement and forward to finance department through line manager.
- Coordinate with suppliers for maintenance of materials as per work order/ contract.
- Obtains and updates information on open market and contract purchase prices.
- Document procurement decision and maintain procurement record.
- Prepares periodic reports related to procurement.
- Perform other related duties as required.
- **Office Inventory** – Handle day-to-day inventory responsibilities.
 - Keeping and maintaining records of all stocks and materials, maintain inventory/stock register and data base.
 - Report details and damages to the line manager.
 - Conducts annual on-site inventory, prepares inventory listings to include the location and status of all equipment.
 - Ensure cleanliness and proper organization of the stock rooms.
 - Filing product requisition and order forms.
 - Prepares periodic reports related inventory control and balance.
 - Perform other related duties as required.

B. Position Requirements

i) Attainments

a) Qualification

MBA /MPA or related discipline from a HEC recognized university.

Specialized Training - Management, Administration, HRM, or any other training considered relevant for the position.

Active affiliations – membership of recognized Industry or Professional Organisations

b) Experience

At least 5 years of post-qualification experience in HR including a minimum of 2 years of experience in a similar role is highly desirable. Proficiency in IT, Microsoft Office and relevant software(s) is essential.

ii) Core Competencies

- Demonstrated experience in admin. Logistic and office procurement;
- Proven experience of designing, and implementing admin, logistic tools;
- Experienced in EOBI, employee health insurance and provident fund schemes;
- Understanding of the underlying principle of the position duties, in addition to the practical aspects;
- Understanding of the relevant technology, procedures, practices, acts and regulations and processes;
- Expert in employment law and employee relations and communication;

- Mature, credible, and comfortable in dealing with senior management, line agencies, general public and other stakeholders;
- Empathic communicator, able to see things from the other person's point of view;
- Proficiency in IT, Microsoft Office and relevant software (s) is essential; and
- Well-presented and business-like.

iii) Circumstances

- Age 30 - 40 years
- Fluency in English and Urdu. Pashto will be considered an added advantage.
- Good health, allow to work long and irregular hours (when required).