

## TEA BOY / NAIB QASID

<b>Duty Station:</b>	Peshawar
<b>No of Positions:</b>	06
<b>report to:</b>	Deputy Director HR and Admin
<b>salary package:</b>	Equivalent to BPS 4 of KP Project Pay Policy

### A. Job Description

#### i) Overall Role

The role of Naib Qasid is to provide assistance to officers and staff by performing menial office tasks and serving tea, coffee and food.

#### ii) Key Tasks

- Clean office furniture, record and equipment;
- Maintain cleanliness of the office kitchen and common area/lunch room;
- Post letters, deposit office utility bills in bank;
- Making and serving tea and coffee to guests and follow schedule of serving to the staff. Serve drinking water and food and fetch refreshments.
- Manage internal communication by delivery of "Dak" in local offices and within the office and also files from one office table to other;
- Serve notices or any other legal letters to the concerned person/office;
- Assist in office tasks i.e. photocopying documents, meetings and workshops, etc.
- Check stock toilet tissue, hand towels, facial tissues and hand soap;
- Stay in office till the office is working; and
- Perform other related duties as required.

### B. Position Requirements

#### i) Attainments

##### a) *Qualification*

At least Matriculation (10th Grade) passed.

#### ii) Core Competencies

- Good understanding of office environment;
- Understanding of basic customer service methods and concepts;
- Good interaction abilities and professional personal display; and
- Understands basic hygiene requirement.

#### iii) Circumstances

- Age 20 - 40 years.
- Urdu and Pashto.

- Good health allows to work long and irregular hours (when required).