

TERMS OF REFERENCE (TORS)

Office Assistant to help with the organization and running of the daily administrative operations of the organization. This person will be comfortable working with a high degree of attention to detail and discretion as well as incorporating new and effective ways to achieve better results.

1. Scope of Work:

The responsibilities of the Office Assistant include but are not limited to the following:

- i. Assist the relevant officer in operational backstopping field projects by ensuring timely provision of suitable inputs such as equipment, stationary and other utilities required.
- ii. Receive and transmit all faxes and keep record and the accounts/files of the projects records.
- iii. Performed duties as a Cashier, maintained cash book and stock register.
- iv. Maintain a schedule of planned meetings and attend to routine correspondence and
- v. Administration functions especially in the absence of the officers
- vi. Work with the relevant officers on arrangement of workshops/meetings materials.
- vii. All other duties as assigned by the supervisor.
- viii. Undertake periodically the proper classification, recording, indexing and weeding of files in accordance with the instructions.

2. Candidate's Qualification, Skills and Experience Required:

Bachelor's from HEC recognized university with minimum 02 years' relevant experience.

3. Evaluation Criteria

The number of points to be assigned shall be determined considering the following relevant percentage weights for further assessment:

1. Relevant Qualification	15%
2. Additional relevant higher qualification	5%
3. General Experience	5%
4. Specific Experience as per TOR of the assignment	50%
5. Required Relevant Certification/Diploma	5%

6. Interview

20%

Total weight: 100%

4. Location and period of execution

The Office Assistant will be based in coordination unit at the regional level and will report to the Coordinator. The services will be initially for a period of one (01) year however it will be extended on yearly basis until the project completion period based on satisfactory performance.

5. Services and facilities to be provided by employer

Office space and allied facilities

6. Services and facilities to be provided by the employee

As per the scope and TORs of the position.

7. Remuneration

PKR. 70,000 plus 5% annual increase. Entitlement for any enhancement of the similar position in the project.