

RURAL SUPPORT PROGRAMMES NETWORK (RSPN)

<b>JOB DESCRIPTION</b>		<b>HR#002</b>
<b>1.0 Position Summary</b>		
1.1 Position: Admin & Logistics Assistant	1.2 Department/Project: Programme for Improved Nutrition in Sindh (PINS): ER-3 Component (Nutrition Sensitive Interventions) of PINS	
1.3 Category/Grade: Support	1.4 Duty Station: Karachi with travel to the programme areas in Sindh, as and when required	
1.5 Reporting to: Programme Director PINS (ER-3)		
<b>2.0 Job Responsibilities</b>		
<ul style="list-style-type: none"> <li>i) Ensure that day-to-day administrative operations of the project and of project office in Karachi are carried out in an efficient manner;</li> <li>ii) Provide logistical support in organizing meetings, workshops, training events, and field visits;</li> <li>iii) Make sure that the procurement under the project is carried out according to the organization's policies &amp; procedures and donor's requirements;</li> <li>iv) Ensures proper maintenance and management of vehicles and drivers e.g. repair, maintenance, monthly mileage check, usage purposes as well as insurance coverage;</li> <li>v) Monitor maintenance of the office equipment ensuring timely repairs when required.</li> <li>vi) Maintain an update of office inventories analysis of current and future logistics requirements of the project.</li> <li>vii) Maintain and update the documentation related to administration and procurement.</li> <li>viii) Perform any other official task assigned by the Supervisor/Management.</li> </ul>		
<b>3.0 Required Qualifications, Skill and Experience</b>		
3.1 Education: Bachelors or equivalent degree in Business/Public Administration or relevant field from a recognized university.		
3.2 Skills: <ul style="list-style-type: none"> <li>- Candidate shall have good interpersonal, communication and negotiation skills.</li> <li>- Excellent written and verbal communication skills in English and Urdu. Familiar with Sindhi.</li> <li>- Working knowledge of Microsoft Office.</li> </ul>		
3.3 Experience: Minimum 2 years of relevant experience.		