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Humanitarian Aid



ACCESS FOR OUT OF SCHOOL CHILDREN TO EDUCATION AND SAFE SCHOOLS IN PAKISTAN (ACCESS).

Job Descriptions

Position:	Admin & Logistic Officer (1 Position)
Location:	District Swat (local of the district will be given preference)
Gender:	Both female and male can apply.
Salary:	Between PKR 25,000 to 30,000 / month inclusive of all taxes
Duration:	One year (Extendible) with a probation period of 3 months

Eligibility Criteria:

- Bachelor degree
- Proven experience (At least 02 Years) in relevant field (relevant to below job responsibilities).
- Knowledge and working experience of KPK Education Department and local language/dialect (Pashto/Hindko etc.) will be considered as an asset and a competitive edge.

Responsibilities/expectations of admin and logistic officer are;

- Coordination with the suppliers
- Coordination with partners and regular follow up of documentation with them regarding co-contribution
- Initial review of partners' invoices and reports
- Obtaining quotations from the vendors
- Preparing procurement documents i.e. Purchase requisition, goods received note, tender documents etc.
- Activity planning and its logistical arrangement.
- Verifying invoices and other supporting documents with invoice.
- Put up a zero draft of contracts and agreements with suppliers for review by A&FM.
- Maintaining inventory of stationery etc.
- Maintaining fixed asset register
- Preparation of HR documents.
- Maintaining leave record of the employees.
- Maintaining petty cash
- Payment of utility and other bills.
- Preparation of summary of monthly fuel expense, communication and other expenses etc.
- Supervise office vehicle and responsible for review of log books.
- Any other task assigned by the supervisors.

These vacancies are required to be filled on urgent basis and CVs will be reviewed and candidate may be selected on rolling basis.



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Please send you CV at

[**hope87.jobs@gmail.com**](mailto:hope87.jobs@gmail.com)

by **14th April, 2019**, no later than 5.00 PM PST.

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