



Terms of Reference

Position Title	:	Sr. Assistant Operations
Salary Grade	:	B1
Reporting to	:	Sr. Officer Admin & Procurement
Duty Station	:	Multan
Contract Type	:	Short-term
Work Week	:	5 Days (Monday to Friday) - 40 hrs / week
Work Hours	:	0830 hrs to 1715 hrs

Job Summary

This position will be responsible for assisting in operations tasks of the Multan offices.

Duties and Responsibilities

- Will Assist in market related tasks of the project/office.
- Prepare Vehicle Monitoring sheet and reconcile vehicle tracking reports.
- Updating the procurement plan of all offices and Purchase orders tracking.
- Maintain log books of office, bikes and generator.
- Maintain office inventory, Stationery, Consumables and asset registers.
- Prepare attendance Summary from Biometric/Manual Attendance of the staff on Monthly basis.
- Filing and recording keeping of Finance and Admin documents.
- Assigning vehicles to the staff as per requirements.
- Arranging accommodation and travelling of the staff as per rules and needs.
- Supervise housekeeping.
- Replenish office consumables on monthly basis.
- Scanning/Photocopy of the office documents, record as per requirement.
- Scanning and record keeping of vouchers of the region.
- Assist in Maintenance of office vehicles, Bikes, and other appliances.
- Prepare Goods receipt notes and ensuring on time deliveries of goods in the office and field.
- Responsible for arrangement of field events, trainings etc.
- Responsible for 24/7 working of CCTV Cameras of the related offices.
- Responsible for assisting and resolving IT related matters. i.e. Windows/Office Installations, Printers Sharing, Internet connectivity etc.

Selection Criteria

Education, Experience & Working Knowledge

- Master or equivalent qualification in Commerce, Accountancy or Business Administration.
- At least one years of relevant/similar experience in the administration field.

Other Skills & Attributes

- Personnel management skills and experience;
- Good problem-solving skills and results orientation;
- Good English language reading, writing and speaking skills;
- Demonstrated interpersonal communication and leadership skills;
- Proficiency in the use of computer applications including MS Office;
- Adheres to WWF's values, which are: Passionate & Optimistic, Challenging & Inspiring, Credible & Accountable, and Persevering & Delivering Results.

HR department : Signature / Date-----

Hiring Manager : Signature / Date-----

Acknowledged by Employee : Signature / Date-----

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