Position Title: Officer Operations  
Salary Grade: C3 (Officer)  
Reporting To: Manager Operations, Karachi  
Duty Station: Karachi  
Contract Type: Long term  
Work Hours: 5 Days (Monday to Friday) - 40 Hrs/week  
Work Week: 0830 hrs to 1715 hrs

Job Summary
The position will be responsible for Administration, Finance, Procurement and Logistics of Karachi Region

Duties and Responsibilities
- Will be responsible for all Procurements as per requirement and organizational rules and policies.
- Will prepare the approved vendors list and maintain it regularly.
- Will prepare vehicle and offices cost recovery agreement annually.
- Will prepare monthly cost recovery invoices of vehicles and forward to finance.
- Will be responsible for office supplies and utilities.
- Will be responsible for maintaining the tax schedule of the vendors as per the govt tax authority.
- Will be responsible for all off asset matters including new assets acquisition and timely insurance.
- Will keep record, annual verification and maintenance of all office assets.
- Will maintain attendance reports and leave record of all employees of the region.
- Will supervise the drivers and office boy in all the relevant matters.
- Will review and endorse the purchase order form.
- Will assist finance team, prepare accounts payable voucher via entering data on Sage Software and other petty cash related work.
- Arrange meetings, workshops, events as required.
- Will be responsible for liaison with procurement committee for vendor related work i.e samples, quotations and decision making.
- Will be responsible for foreigner’s security arrangements and intimation to home department visiting WWF-Pakistan Karachi.
- Will be responsible for good working of all office equipment/appliances.
- Will be responsible for all office administrative matters.
- Will be responsible for Record keeping of office inventory.
- Will be responsible for implementation of Admin SOP’s in all his tasks.

Selection Criteria

Education, Experience & Working Knowledge
- Master’s degree in Commerce, Economics, Business Administration or any other related discipline.
- At least two years of relevant experience in the administration and procurements.
- Knowledge of contemporary taxation rules for procurements is mandatory.

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

WWF-Pakistan is an equal opportunity employer and reserves the right to amend this document from time to time, as may be required in the interests of the organization.