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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