



Terms of Reference

Assistant Documentations & Admin

WWF-Pakistan

Department	:	Food & Agriculture
Reporting to	:	Sr. Officer Admin & Procurement
Grade / Title	:	B2 / Assistant Documentation & Admin
Duty Station	:	Multan
Employment Contract	:	Short Term
Work Week	:	5 (Monday to Friday) Days - 40 hrs / week
Work Hours	:	830 to 1715 hrs

Working Relationships:

Internal:

Coordinate with Administration, Finance, Procurement, Program teams, regional/site offices, and management to support documentation, records management, inventory, audits, and administrative operations.

External:

Liaise with suppliers, vendors, supplies & service providers, auditors and other stakeholders regarding procurement, document handling, deliveries, and compliance requirements.

Job Summary:

1. Document Management & Digital Archiving

Maintain, scan, archive, and organize financial, procurement, and administrative documents in both electronic and hard-copy formats, ensuring compliance with organizational SOPs and record retention requirements.

2. Documentation & Records Support

Assist in obtaining required approvals and signatures on vouchers, invoices, and other official documents, while ensuring proper filing, tracking, and record management.

3. Administrative & Office Support

Provide day-to-day administrative assistance, including photocopying, printing, scanning, binding, filing, circulation of internal communications, and maintenance of staff notice boards and information displays.

4. Audit & Compliance Support

Prepare and organize administrative, procurement, and financial documentation for audits, reviews, and compliance requirements, ensuring completeness and accuracy of records.

5. Asset & Inventory Management Support

Assist in maintaining annual inventory records for regional and site offices,

including asset labeling, verification, reconciliation, and maintenance of related asset management documentation.

6. Procurement & Supplier Coordination

Support procurement documentation, record keeping, and filing activities, and coordinate with suppliers to ensure timely delivery and proper documentation of goods and services.

7. Office Facilities & Workplace Management

Support office housekeeping, workspace organization, and general office upkeep to ensure a safe, clean, and well-maintained working environment.

8. Other Duties

Perform any other administrative, operational, or support tasks assigned by management to facilitate efficient office operations.

Selection Criteria:

- Bachelor's degree in Business Administration, Commerce, Arts, or a related discipline.
- Minimum 1-2 years of relevant experience in finance or administrative support.
- Experience with NGOs or development organizations will be an added advantage.

Behavioral Competencies

- Personnel management skills and experience;
- Good Urdu & English language reading, writing and speaking skills;
- Adheres to WWF's values, which are: Passionate & Optimistic, Challenging & Inspiring, Credible & Accountable, and Persevering & Delivering Results.

• Hiring Manager/Supervisor:

Signature / Date-----14-07-2026-----

• HR department:

Signature / Date-----

• Approved by Director:

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