

GCP/PAK/115/EC

Terms of Reference

Post Name: Admin/Finance Assistant
Duty Station: NWFP, Punjab, Sindh , Baluchistan
No. of Posts: 01
Qualification: Secondary School Certificate
Experience: Minimum 3 years

Under the overall supervision and guidance of the Project Manager, EC Food Facility Project, and in close coordination with the National Admin/Finance Officer, the **Admin/Finance Assistant** (Islamabad based) will be responsible to perform the following tasks and duties, but not limited, for the project GCP/PAK/115/EC-Food Facility.

1. Assist the Administration and Finance Officer in routine matters related to the finance and administration of the project and project offices.
2. Perform, when requested, secretarial tasks to assist the Project Manager.
3. Be the main responsible person for the administration of the office, including tasks such as inventory management, office building repairs, maintenance of electrical and gas appliances/connections and timely payment of bills.
4. Acquire familiarity with the applicable financial and administrative policies & procedures for smooth functioning of admin/finance unit ensure their implementation.
5. Assist in the organization of finance accounting and maintenance of finance related information.
6. Ensures that PO & Non PO vouchers processed are matched and completed, transactions are correctly recorded travel claims, and other entitlements are duly processed.
7. Maintain Human Resources records, project staff attendance records and, when required, facilitate project recruitment, personnel management and preparation of contracts.
8. Facilitate the process of procurement and delivery of project goods and services.
9. Provide logistical support (travel arrangements, including visas, tickets, etc.) to the project team.
10. Project vehicles operation / maintenance and supervision of drivers.
11. Facilitate field visits for all project staff and make appropriate travel and accommodation arrangements as required.

12. Facilitate in obtaining security clearance internal/external for national and international missions.

13. Perform other functions/tasks when required.

Note: -

- Candidates having experience in the FAO livelihoods, relief and emergency programme will be given preference.
- Female candidates are encouraged to apply.