

**GCP/PAK/115/EC**  
**Terms of Reference**

Post Name:	Admin/Finance Assistant/s
No. of Posts:	04
Duty Station	Peshawar (NWFP), Sukkar (Sindh), Quetta (Balochistan), Multan (Punjab) (01 at each location)
Qualification:	Secondary School Certificate
Experience:	Minimum 4 years

Under the overall supervision of the Area Coordinators, EC Food Facility Project, and under the direct supervision and guidance of the National Admin/Finance Officer, the **Admin/Finance Assistant/s** 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 Area Coordinator in routine matters related to the finance and administration of the project office.
2. Perform, when requested, secretarial tasks to assist the Area Coordinator of the project.
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 etc. Maintain project office staff attendance records.
4. Be responsible for project vehicles operation and maintenance and for the supervision of drivers.
5. Maintain an Operational Cash Account with accurate records.
6. Maintain and send all the relevant reports/records financial, administrative etc. to project main office in Islamabad.
7. Acquire familiarity with the applicable financial and administrative policies and procedures for smooth functioning of admin/finance unit, and ensure their implementation.
8. Assist in the organizing of finance accounting for the project office and in the maintenance of project finance related information.
9. Ensure that transactions are correctly recorded; travel claims, and other entitlements are duly processed.
10. Facilitate the process of procurement and delivery of project goods and services.
11. Provide logistical support (travel arrangements, tickets, etc.) to the project team.

12. Facilitate field visits for all project staff and make appropriate travel and accommodation arrangements, as required.
13. Facilitate in obtaining security clearance internal/external for national and international missions.
14. Perform other duties/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.