

Terms of Reference

Office Manager / Admin Assistant (National Consultant)

<i>Duration of Assignment</i>	11 months, renewable
<i>Beginning of Assignment</i>	01 September 2010
<i>Duty Station:</i>	Karachi
FRAP project office at Marine Fisheries Department, Fish Harbour, West Wharf, Karachi	

The Office Manager / Admin Assistant (OMAA) will be the “right-hand” of the Chief Technical Advisor (CTA) of the Support to Fisheries Resources Appraisal in Pakistan project (FRAP) stationed in Karachi in all logistical, administrative and financial aspects of project-related activities including procurement. On behalf of the CTA s/he will also support FAO staff in Rome and Islamabad with pertinent project data and information, liaising closely with the Project Operations Officer (HQ) and Assistant FAO Representative (Administration) (FAO-PK) and ensuring timely, efficient and effective communication amongst the Rome, Islamabad and Karachi offices. Further responsibilities include monitoring FRAP project implementation, ensuring compliance with specified deadlines and reporting requirements and arranging meetings and workshops including travel, security and other logistics.

Under the overall supervision of the FAO Representative and direct supervision of the CTA the OMAA will carry out day-to-day administrative operations in the project office and in communication with HQ and FAO-PK including:

- Assist in day-to-day activities related to project administration such as recruitment, procurement, accounting and reporting
- Organize meetings including venues, facilities, document preparation, catering and security clearances
- Organize travel by staff members, consultants and participants for consultancies, training and workshops
- Assist in monitoring the project budget and preparation of financial statements
- Assist in editing and finalizing project reports and correspondence
- Ensure particularly that all procurement documents are appropriately filed with meticulous attention to administrative, technical and commercial procedures
- Monitor personnel files for national and international consultants, following up on contract expiry and extension dates, recording travel and travel entitlements, checking on completion of TORs and payments
- Keep contract files including progress monitoring, payment schedules, completion of TORs and acceptance and clearance of deliverables and
- Carry out any other duties according to skills and experience as required.

Qualifications

Minimum BA/BSc in Management or Business Administration with broad experience (minimum 2 years) in project management activities (financial, administrative, technical) preferably in Pakistan, fluent in English (spoken and written) and Urdu. Preferably with local knowledge of the fisheries sector and the potential beneficiaries. Administrative or management experience in UN projects or agencies, or other public sector organizations, would be an asset