

Front Desk Associate

Form of Employment: Full-time

Starting Date: 25th December 2021

Duration: 3 months; to be extended based on performance

Location: Islamabad, Pakistan

Background:

The Institute of Social and Policy Sciences (I-SAPS) is a policy research and advocacy institute working across Pakistan in a number of research areas, including education, health, disaster risk reduction, and peace and stabilization etc. I-SAPS undertakes multi-disciplinary research, develop human resources, and inform public policies and engage state and market in informed policy dialogues for sustainable development. Research and policy support and services offered by the institute are available to public, private and development sector organizations and their staff. The institute has also designed and implemented a large number of consulting development projects.

I-SAPS is currently seeking the services of a full-time Front Desk Associate for its head office in Islamabad. We are in search of an experienced person who has demonstrated skills and is a team player. The candidate will preferably have served in the development sector in Pakistan. [S]he will work in close coordination with the administration team in order to facilitate ongoing work of the Institute. The position does not require travel outside the duty station.

Your Tasks:

As Front Desk Associate, you will perform the following tasks:

- Managing the office front desk and liaise with external partners, clients, and internal staff.
- Performing administration responsibilities and supervision for efficient housekeeping.
- Providing logistical support to team including hotel and airline bookings etc.
- Any other work assigned by the senior management team and supervisor.

Your Skills and Experience:

Required:

- B.A./B.Sc. in social sciences, public administration, education management and leadership, or any related field.
- At least three to five years of relevant professional experience, preferably for a research or development sector organization.
- Strong coordination skills with the ability to effectively coordinate with team members, partners, and stakeholders.

- Strong interpersonal and communication skills with a demonstrable command over written and spoken communication in English.
- Demonstrated ability to deliver within tight deadlines with a strong focus to independently determine, balance, and pursue competing priorities.
- Ability to work as part of a diverse team.

What We Offer:

I-SAPS offers you learning opportunities to work as part of a diverse organization having international and national presence. We offer market competitive remuneration to be finalized based on prior experience and candidate's core competencies.

How to Apply:

If you are interested in applying for this position, please send your application (cover letter and CV) to info@i-saps.org. Please include "**Front Desk Associate**" in the subject line. The candidate may also apply for this position by post mail. Please find our address details below.

The closing date for sending your applications is **20th December 2021**. Please note that only shortlisted candidates will be contacted for an interview. I-SAPS is committed to diversity and does not discriminate in employment based upon gender.

Institute of Social and Policy Sciences (I-SAPS)

Street Address: 12-Mauve Area, G-8/1, Islamabad, Pakistan

Mailing Address: P.O. Box: 1379, Islamabad

UAN: +92-51-111-739-739

Fax: +92-51-2289425