

Receptionist:

Job Description:

Institute of Social and Policy Sciences (I-SAPS) is mandated to undertake multi-disciplinary research, developing human resources, informing public policies, optimizing development initiatives, and engaging state and market actors for sustainable development. I-SAPS is engaged in research and analysis, policy dialogues and advice, teaching and capacity building, and providing technical assistance support to public, private and development sector organizations and their staff. The Institute also engages in development projects at selected geographical areas. I-SAPS is currently undertaking an initiative titled 'Improving Girls Education Activity (IGEA) in Pakistan in Khyber Pakhtunkhwa including newly merged districts. For the implementation of project activities, I-SAPS is hiring Receptionist at Peshawar office.

Specific Responsibilities:

Receptionist will be based in Peshawar. The Receptionist will be responsible:

- Receive telephone calls and connect them to concerned individuals.
- Connect assigned outgoing calls / telephone numbers.
- Maintain a record of all in-coming and out-going calls on prescribed forms.
- Circulate weekly summary of telephone calls to entire staff for determining official/private status of calls. Send a copy of the same to FO (through HR & Logistics Officer) for billing purposes.
- Send/receive faxes.
- Note the particulars of visitors in the visitor's sheet.
- Assist the visitors in meeting the intended person.
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Qualifications/Experience:

- 4 Years Bachelor/Masters' Degree or relevant advanced degree.
- At least 5 years' experience in the relevant field.
- Proficient in MS Office, MS Word, etc.
- Good writing skills in English, especially report writing.
- Advocacy and communication skills.

Apply:

Please send your CVs to hurs@i-saps.org by September 23, 2022.