

Admin and Logistics Officer

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 HR & Logistic Officer at Peshawar office.

Specific Responsibilities:

The Position will be based in Peshawar. The Position will be required to:

- Manage day to day operations of the Project office and respond to internal and external inquiries
- Organize travel and accommodation for staff and partners
- Manage all logistical arrangements of training and field projects activities
- Manage and organize partner meetings and other events and coordinate with other stake holders and funding agencies
- Coordinate field visits with the relevant government departments and other partners
- Assist the Head Office Manager Logistic and Operations, in coordinating with the concerned department for the workshops/ trainings, seminars, exhibitions, internal pre-announced meetings in connection with venue coordination, meal arrangements, and training hall set up arrangements, etc.
- Responsible for making hotel reservations for all events according to the requirement in line with I-SAPSs policies and procedures
- Track and update consumable office supplies (Tea arrangements, toiletries and others);
- Maintain the stock register (consumable items) and make sure it is regularly updated in coordination with the staff/ Office Assistants, as required;
- Work with project team to prepare training materials for learning and development programs for Project workshops
- Assist Home office HR & Logistic Manager for negotiate and finalizing all service contracts;
- Ensure that field office is provided with necessary admin support for smooth project operations
- Supervise Admin staff (i.e. Office Assistants, Front Desk Officer etc.);
- The position will report to head office HR & Logistic Manager and with work closely with the project team
- Any other task assign by supervisor.

Qualifications/Experience:

- 4 Years Bachelor/Masters' Degree or relevant advanced degree in Human Resources.
- At least 5 years' experience in the relevant field
- Proficient in MS Office, MS Word, etc.
- Excellent Communication skills and proficiency in English.

Apply:

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