

Office Attendant

Form of Employment: Full time

Location: Lahore & Peshawar, 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, disaster risk reduction, peace and stabilization, health and climate resiliency. I-SAPS undertakes multi-disciplinary research, develops human resources, informs public policies and engages the 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.

Tasks and Responsibilities:

As an office attendant you would be expected to do the following:

- **General Office Maintenance:**
 - Ensure cleanliness and tidiness of the office premises, including workstations, common areas, and meeting rooms.
 - Monitor and restock office supplies, such as stationery, pantry items, and toiletries.
 - Assist in organizing and maintaining office equipment, furniture, and fixtures.
- **Administrative Support:**
 - Assist with administrative tasks, such as photocopying, scanning, and filing documents.
 - Distribute incoming and outgoing mail and packages.
 - Help maintain accurate and up-to-date records, including attendance logs, inventory lists, and contact databases.
- **Office Communication:**
 - Assist in managing office communication channels, such as answering phone calls, responding to inquiries, and redirecting calls as necessary.
 - Greet and direct visitors, clients, and staff members to the appropriate person or department.
 - Assist in scheduling and coordinating meetings, appointments, and travel arrangements.

- **Support to Staff:**
 - Assist staff members with minor IT and technical issues, such as troubleshooting basic computer problems and connecting devices.
 - Support staff in setting up meeting rooms and arranging necessary equipment and materials.
 - Provide assistance during meetings and events, including setting up refreshments and maintaining a clean environment.

- **Health and Safety:**
 - Ensure compliance with health and safety guidelines, including maintaining a safe and secure office environment.
 - Report any safety hazards or incidents to the appropriate personnel.
 - Assist in implementing emergency procedures and protocols.

- **Food and Refreshments::**
 - Responsible for arrangement of refreshments for the official meetings and to guests.
 - Preparation of refreshments to be served as required.

Values and Competencies

Core Values:

The following values form the foundation of I-SAPS' internal culture and alignment with them is a necessary prerequisite for consideration:

- Human Dignity
- Respect for Diversity
- Honesty and Integrity
- Transparency

Required Skills and Experience:

The following skills and experience will be required to be eligible:

- Secondary/High School Certificate.
- Ability to read and write.
- Knowledge of cleaning and hospitality
- Knowledge food preparation and dining.

What we offer:



**Institute of
Social and Policy Sciences**
Informing Policies, Reforming Practices

I-SAPS offers meaningful learning opportunities to work as part of a diverse organization having international and national presence. As part of a team of renowned experts and researchers, you will have the opportunity to contribute to impactful research initiatives and communicate findings to diverse audiences. Furthermore, you will play a role in informing the policy making process in Pakistan. The remuneration will 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 hrs@i-saps.org. Please include “**Office Attendant**” in the subject line. 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)

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