



Administration & Logistics Officer

Form of Employment: Full time

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, 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, policy support and services offered by the institute are available to public, private and development sector organizations and their staff.

I-SAPS is seeking the services of a full time Administration and Logistics Officer for its head office in Islamabad. As an Administration and Logistics Officer, you will be responsible for managing administrative tasks, overseeing logistics operations, and providing support to various departments. Your responsibilities will include office management, procurement, travel coordination, event planning, and maintaining effective communication channels.

Tasks and Responsibilities:

As an Administration and Logistics Officer you would be expected to do the following:

- **Office Management:**
 - Maintain and organize office systems, including physical and digital filing systems, supplies, and equipment.
 - Manage office calendars, schedules, and appointments.
 - Ensure efficient office operations by implementing and improving administrative processes and procedures.

- **Procurement and Inventory Management:**
 - Coordinate procurement activities, including sourcing suppliers, obtaining quotations, and preparing purchase orders.
 - Maintain inventory records, monitor stock levels, and coordinate inventory replenishment as necessary.
 - Liaise with vendors and suppliers to ensure timely delivery of goods and services.

- **Logistics Coordination:**
 - Arrange transportation and accommodation for staff and visitors, ensuring cost-effectiveness and timely arrangements.
 - Oversee fleet management, including vehicle maintenance, registration, and insurance.
- **Travel Coordination:**
 - Coordinate travel arrangements for staff, including flight bookings, visa processing, and travel insurance.
 - Prepare travel itineraries and ensure compliance with travel policies and procedures.
 - Process travel-related expenses and reimbursements.
- **Event Planning and Coordination:**
 - Assist in organizing meetings, workshops, conferences, and other events, including venue selection, logistics, and participant coordination.
 - Coordinate event logistics, such as audio-visual equipment, catering, and materials preparation.
- **Communication and Correspondence:**
 - Serve as a point of contact for internal and external stakeholders, responding to inquiries and providing necessary information.
 - Draft, edit, and proofread correspondence, reports, and other documents.
 - Maintain effective communication channels within the organization.
- **Administrative Support:**
 - Provide administrative support to various departments, including scheduling meetings, preparing documents, and organizing materials.
 - Assist in the preparation of reports, presentations, and meeting minutes.
 - Contribute to the continuous improvement of administrative processes and systems.

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:

- Bachelor's/Masters degree in business administration, management, or a related field.
- Minimum of 5 years of experience in administration and logistics coordination.
- Strong organizational and multitasking abilities, with exceptional attention to detail.
- Proficiency in office software applications, including MS Office (Word, Excel, PowerPoint) and email management.
- Excellent communication and interpersonal skills, with the ability to build positive relationships with stakeholders.

Functional Competencies:

- Proactive problem-solving and decision-making skills.
- Knowledge of procurement processes, inventory management, and logistics coordination.
- Familiarity with travel coordination and event planning.
- Ability to work effectively in a fast-paced and dynamic environment.
- Flexibility to adapt to changing priorities and deadlines.

What we offer:

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 hqs@i-saps.org. Please include “**Administration and Logistics Officer**” 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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