

Assistant Director Administration Services

Job Description and Eligibility Criteria

Position Name: Assistant Director Administration Services

Position Grade: NPG-5

Directorate: HR & Support Services

Location: Islamabad

Key Responsibilities

- To support the director administration in all administrative aspects of the Authority including staffing, facilities, telecommunications, fulfillment, purchasing, shipping/receiving, etc.
- To support the director administration in development and management of day-to-day to administrative affairs and support services within the organization.
- To support the director administration to plan, control and monitor functional, financial and administrative activities related to Authority's properties, transport, and security etc. such as procurement, day to day expenses, inventory, stationary, Logistics, Repair & Maintenance of furniture and fixtures etc.
- To support the director administration in the travel arrangement of employees as and when required.
- To support the director administration in the management of logistics for events, meetings, and conferences.
- To support the director administration for the arrangement of the Board meetings, taking the official minutes of the Board meetings, agenda development, Board motion log and manual, etc.
- To support the director administration for facilities management, fulfillment, shipping/receiving, mailroom, inventory control, on-site and off-site storage, purchasing and telecommunications system.
- To support the director administration in preparing correspondence, special reports, questionnaires, evaluations, and justifications related to specific and general administrative tasks within the area of responsibility, as necessary.
- To Support the director administration in the development and implementation of NEECA's procurement plan.
- To support the director administration in monitoring and coordinating the maintenance of the premises with services providers as per contracts, basic and lease agreements for the property.
- To support the director administration in supervising staff assigned to the administrative team and to establish clear work objectives.
- To support the director administration to conduct timely and effective performance appraisals, provide coaching and feedback, and support staff development opportunities.
- Deal with administrative matters of employees such as Leave Management, Work Assignments, and Appraisals, etc.
- Collaborates with all management staff to identify and deliver the required administrative support operations for the organization.
- To support the director administration to draft and implement an annual administrative budget.
- Any other relevant duties and tasks as assigned.

Qualification and Experience

- Bachelor's Degree in Business / Administrative Sciences or any related discipline from HEC recognized university.

- Minimum 03 years of post-qualification recognized and verifiable experience in the relevant field.
- Maximum age of the candidate should not be more than 35 years on the date of advertisement of this position.
