

**Director Administration Services**  
**Job Description and Eligibility Criteria**

**Position Name:** Director Administration  
**Directorate:** HR & Support Services

**Position Grade:** NPG-1  
**Location:** Islamabad

### **Key Responsibilities**

- Responsible to deal with and provide strategic leadership for with all administrative matters of the Authority.
- Responsible for the development and implementation policies and procedures to enhance administrative efficiency.
- Responsible to maintain the record of the correspondence with ministry and other relevant stakeholders, especially related to specific and general administrative tasks within the Authority
- Administer the daily office operations and coordinate logistic requirements for the day to day operations of the Authority.
- Provide administrative support for matters relating to the premises and operations including security, insurance and transport.
- Administer and manage the logistics and contacts for services with service providers such as travel agents, hotels and office suppliers etc.
- Coordinate and Administer travel arrangements for employees. Manage logistics for events, meetings, and conferences.
- Lead, mentor, and manage administrative team, supervise tasks assigned to the administrative team, establish clear work objectives, conduct timely and effective performance appraisals, provide coaching and feedback, and support staff development opportunities.
- Undertake and assist in the recording and processing of invoices, receipts and payments as required and instructed.
- Maintains and updates files, databases, records, and/or other documents; administer the petty cash system and ensure appropriate record keeping.
- Develop and implement procurement plan and strategies. Manage relationships with vendors and negotiate contracts to ensure cost-effective services.
- Arrange hospitality, purchase supplies to ensure the smooth running of the organization on a day to day and as required basis.
- Ensure the smooth operations of the administrative matters related to building, workplace, and projects and with vendors to contribute in achieving the long-term objectives of the Authority.
- Any other relevant duties and tasks as assigned.

### **Qualification and Experience**

- Master's Degree in Business / Administrative sciences or any related discipline from HEC recognized university.
- Minimum 10 years of post-qualification recognized and verifiable experience in the relevant field.
- Maximum age of the candidate should not be more than 45 years on the date of advertisement of this position.

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