
TERMS OF REFERENCE

Admin Assistant – Project Management Unit (PMU))

Khyber Pakhtunkhwa Revenue Mobilization & Public Resource Management Program

Background

The Khyber Pakhtunkhwa Revenue Mobilization and Public Resource Management Program was approved by the World Bank Board on June 18, 2019 to support the implementation of the KP Government's PFM Reform Strategy. The objective of the project is to improve revenue mobilization and public resource management in the province of Khyber Pakhtunkhwa. The project has two key components, namely a results-based component (US\$100 million) and an input-based component (US\$18 million). To support implementation, the Government of Khyber Pakhtunkhwa intends to recruit an Administration Assistant who assist Project Office Manager in office administration of Project Management Unit (PMU) and Shared Services Unit (SSU).

Scope of Work

Providing admin support to the Project Management Unit (PMU).

- i. Provide administrative support to the PMU and SSU
- ii. Ensure the smooth internal operations and resolve the HR issues including hiring, contracts, Results and Competencies Assessment (RCAs) and other ERP administrative issues.
- iii. Assist in Identifying the Equipment needs and assist Procurement Specialist in developing the Annual Procurement plan.
- iv. Assist all activities related to travel e.g. preparation of Travel Authorizations (TAs), and make travel arrangements for PMU & SSU staff.
- v. Assist in managing vehicle servicing activities and records.
- vi. Maintain records of all stores.
- vii. Other general administrative tasks like the maintenance of a central petty cash record, maintaining the filing system, the drafting of minutes and support for smooth running of office resources.
- viii. Assist on budget, procurement and finance issues:
- ix. Organize and Coordinate shipments, customs clearances and the preparation of all related required documentation.
- x. Perform additional duties as assigned by the Project Office Manager.

Profile /Qualifications

- ◆ Master's degree in Management Sciences, Public Administration, and Business Administration, or a related discipline.

- At least 03 years' experience in administration after acquiring stipulated qualification, in leading related programs, at the national level or with the International Organizations / Donor projects.
- Familiarity with government departments and systems would be accorded weightage.
- Written and oral fluency in Urdu, and English. Fluency in Pushto shall be accorded due weightage
- Demonstrated Computer Skill (Proficiency in using computer desktop application MS Office (Word, Excel, and Power Point)).

Reporting

The Admin Assistant will work in PMU under the guidance of Project Office Manager to perform the assigned tasks and will report to Coordinator PMU.

Duration of Assignment

The contract will be initially for one year extendable up to project life based on satisfactory performance