

## Career Opportunity

### Senior Associate Admin & Procurement

**Reporting to:** Sr. Manager, Admin & Procurement

**Location:** Islamabad

**Teach For Pakistan** is a national non-profit organization committed to creating a powerful social movement for equity and excellence in education. We enable Pakistan's best young talent to teach for two years in underserved communities and drive systemic change in education throughout their lives.

Teach For Pakistan envisions the day when every child in Pakistan will participate in an education that nurtures them to become loving, thinking, and engaged citizens. To that end, we are aiming to grow our movement aggressively over the coming years and are looking for team members who will work passionately and rigorously to achieve this goal.

### The Role

Teach For Pakistan is looking for a Senior Associate Admin & Procurement to join our team. The selected candidate will provide support on day-to-day administrative & procurement matters and ensure smooth functioning to help the department reach its broader objectives.

Primary responsibilities of the role include:

- Arrangement of travel, hotel, and other logistics for the team as and when the need arises.
- Serving as a focal point in procurement processing for various teams across the organization, including vendor sourcing and management of purchases (assets and supplies).
- Managing inventory of office materials, including groceries, stationery, and other supplies.
- Issuing stationery to personnel and providing advice to other staff members on procurement of goods.
- Preparation of all supporting documents for issuance of purchase orders, contracts, and other documents that are part of the procurement process.
- Identification of administrative issues and their timely and continuous improvement.
- Assistance in preparing and maintaining the supporting documents for payments execution and monitoring payment status.
- Ensuring a positive work environment through proper office maintenance and upkeep.
- Making sure that utility bills are paid timely.
- Arrangement of hostels and transport for fellows. Providing support and resolving hostel related and logistics-based issues.
- Fleet Management and duties of drivers.
- Transport arrangements for coaches.
- Looking after matters related to courier services and mail handling.
- Managing cash advances for repairs and maintenance of office and timely submission of all advance adjustments.
- Participating enthusiastically in various programmatic functions to support the organizational mission.
- Serving as a focal point in procurement processing for various teams across the organization, including vendor sourcing and management of printing, scanning, photocopying and other services.
- Recording and monitoring inventory records, tagging of assets, maintaining asset management records and files and providing advice to other staff members on procurement of services.
- Preparation of all supporting documents for issuance of purchase orders, contracts, and other documents that are part of the procurement process.

- Assistance in preparing and maintaining the supporting documents for payment execution and monitoring payment status.
- Administrative and logistical support to the organization's programmatic and other units in organizing and managing events, e.g., with trainings, conferences, workshops, retreats, and other events.
- Managing meeting room reservations in the office.
- Managing petty cash, including cash withdrawals, issuance, and record-keeping.
- Managing cash advances for repairs and maintenance of the office and timely submission of all advance adjustments.
- Ensuring smooth functioning of office machinery, including computers, software, and other related functions essential for staff productivity.
- Handling issuance of IT equipment and recharging EVO devices.
- Developing and managing systems for storing and organizing files and records
- Biometric Enrolment of Fellows with FDE.
- Handling reimbursements of Fellows and Coaches.
- Participating enthusiastically in various programmatic functions to support the organizational mission.

**The Ideal Candidate** will be a responsible, proactive problem-solver who should possess a strong background in administrative management, exceptional attention to detail, and a commitment to the organization's mission. We're looking for someone who will be excited to support our programmatic activity, and take initiative to further our goals.

S/he will have the following qualifications and competencies:

- A professional with 3-4 years of hands-on experience in managing administrative responsibilities.
- Experience of working with NGO/INGOs is preferred.
- Working knowledge of PPRA rules and regulations.
- Familiarity with a variety of administrative and procurement software packages.
- Bachelor's degree in Business Management/ Management/ Admin/ Procurement or comparable degrees.
- Highly developed organizational, liaison, and communication skills to effectively collaborate within the organization and with external stakeholders.
- Demonstrated experience in admin and procurement.
- Ability to work under own initiative and as part of a team.
- Ability to efficiently multi-task and work under pressure, ensuring accuracy and attention to detail in all financial activities.

### **To Apply**

Submit your application by filling out the form below. Since we will be hiring on an ongoing basis, the applications sent in earlier will have a higher chance of selection.

For the application form, [Click Here](#).

We strongly encourage prospective candidates to conduct thorough research on our organization by visiting [www.iteachforpakistan.org](http://www.iteachforpakistan.org) and exploring our social media pages before submitting their applications.