

## **Career Opportunity**

### **Senior Manager, Administration and Procurement (Department Head)**

**Reporting:** Dual reporting line to Chief Executive Officer and Director, Programme

**Location:** Islamabad, Pakistan

**Recruitment Type:** Full-time

**The Organization:** 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:** The Senior Manager, Administration and Procurement will lead the team and all its functions to support Teach For Pakistan's core activities across both program sites: Islamabad and Karachi. Her/his primary work-streams / areas of responsibility include:

**Office and Travel management; Procurement and Vendor management; and Tech and Security oversight.**

To drive value in these support functions, the incumbent will:

- Enforce existing policies, processes and systems, and creatively develop new ones where necessary;
- Develop and manage team-level goals, plans and budgets;
- Build, train and lead an inspired team of Admin and Procurement staff;
- Work closely with the program, communications, HR and development teams to understand and plan to meet varied needs across the organization;
- Uphold Teach For Pakistan's values across all their work, especially excellence, quality, personal commitment, and integrity;
- Work closely with the Director, Programmes, CEO and Head of Finance to deliver admin and procurement support in alignment with the organization's vision for growth and progress.
- Maintain excellent records to process agreements and payments efficiently and ensure audit-readiness.

#### **Major Work-streams:**

##### ***Office & Travel Management***

- Ensure smooth functioning of offices and office vehicles, including sourcing of new spaces when necessary; regular maintenance, repair and cleanliness; and providing necessary resources for staff operations, including, supplies; furniture and fixtures; tech infrastructure; and safety equipment etc
- Developing and managing plans and budgets to meet office management and evolution needs
- Ensure that all assets and supplies are recorded and the inventory lists are updated. Additionally, they will assess the state of assets and supplies via periodic reviews, and ensure that appropriate asset disposal takes place as and when needed
- Respond to all staff travel needs, by enforcing travel policies and managing processes of bookings, per diem issuance etc.

## **Procurement & Vendor Management**

- Run and evolve the organization's administrative and procurement systems to ensure value for money and quality sourcing;
- Collaborate with program and non-program teams to understand procurement needs accurately;
- Find and build/maintain relationships with vendors and suppliers who can deliver on quality, timeliness and cost-effectiveness that Teach For Pakistan demands. Additionally, demonstrate strong negotiation skills to secure reasonable prices or pro-bono support where possible;
- Create and manage the workflow for the Administration and Procurement team so that procurement cycles run smoothly and without confusion;
- Provide periodic trainings to the entire staff team to ensure that procurement policies and processes are understood and complied with;
- Manage the procurement process as per the organizational procurement manual and lead the procurement committee;
- Evolve procurement policies and processes to better support our organizational needs while maintaining compliance with legal, audit and regulatory requirements
- Ensure detailed and accurate record keeping for all procurement activities, and archiving regularly;

## **Technology and Security Focal Point**

- Ensure that the organization's fundamental technology needs are understood by the Admin and Procurement team and oversee the provision of the necessary software, hardware, audio-visual equipment; trouble-shooting and repair services and reliable internet
- Serve as the Safety & Security focal point for Teach For Pakistan, ensuring that relevant policies are developed and kept up to date to keep all staff and Fellows safe and prepared to respond in emergencies
- Communicate safety and security issues to the CEO and Director, Programme in a timely fashion along with practical recommendations for action
- Organize safety and security training (including first aid and fire safety) as required

**The Ideal Candidate** will have the following skills, orientations, and qualifications:

- A Bachelor's or Master's degree in Business Management, Business Administration, Supply Chain Management, or a related field;
- 8-10 years of relevant, hands-on experience, including at least 2 years of experience leading teams;
- Demonstrated proficiency in utilizing common software and tools, including but not limited to Microsoft Office, Google Suite (Gmail, Calendar, Docs, Sheets);
- Strong organizational, interpersonal, and communication abilities;
- Strong critical thinking skills, and growth mindset;
- Alignment with the mission and values of Teach For Pakistan;
- Flexibility and readiness to undertake domestic travel.

**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](#).

**Application Deadline:** April 5th, 2024

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.