



JOB DESCRIPTION

Official Job Title:	Admin & Finance Officer FOR DGHS KHYBER PAKHTUNKHWA Duty Station: KPK	
Grade (Classified)	Third Party Contract	
Post Number:	NA	
Post Type:	<input type="checkbox"/> Rotational <input checked="" type="checkbox"/> Non-Rotational	
Classification Authority:	NA	Date: 25 June 2019

1. Organizational Location

DGHS Office Khyber Pakhtunkhwa under UNFPA funding

2. Job Purpose

The Programme Associate is intended to provide secretariat support to the Director Health MCH/(RH) applying established systems and procedures and assists in the creation of substantive knowledge by compiling, synthesizing and analyzing information and to monitor implementation of the AWP 2019 signed in between UNFPA Pakistan and the DGHS office KP.

3. Major Activities/Expected Results

Main Tasks and Responsibilities of the Programme Associate:

As Finance Officer:

- Keep and maintain all the accounts records in soft as well as in hard form.
- Responsible to deal all the accounts of the organization and settles all matter of banks.
- Responsible to maintain ledger books for regional office and main office.
- Make sure verification of all the accounts record before auditory process,
- Responsible to submit the financial report to the finance manager for compilation, review and onwards submission to the donor.
- Make sure all the records/ accounts/ financial transactions are booked before the audit commencement.
- Responsible for the submission of monthly report in soft and as well as in Hard.
- Ensure cordial relation with the line department and audit department of the donor agency.
- Any other tasks assign by the supervisor.

As Admin Officer:

- Responsible for the overall function of Admin and Finance at field level.
- Records all incoming and out-going letters and documents.
- Conveys all the required instructions and policies of the organization to the staff and the views of the regional staff to the leading body.
- Monitors administrative aspects of the regional office/staff and evaluates discipline and punctuality of the staff to the assigned tasks.
- Ensure attendance register maintain it on daily bases, keep the leave record of staff and share it with HR Manager on monthly bases.
- Make sure the compilation of Personal file of field staff in all contexts.
- Responsible to supervise the work, related to purchase of furniture, office equipment, computers, vehicles/motorbikes/bicycles, air conditioner and miscellaneous.
- Responsible to negotiate service agreements with vendors.

4. Work Relations

PA will report to the Programme Coordinator and seek administrative guidance from the Director (RH) DGHS KP with technical coordination with Technical Specialist UNFPA KP

5. Job Requirements

Education

- Bachelor's degree with relevant experience

Knowledge and Experience

- At least 2-3 years' professional experience preferably in programme/project management in the public or private sector.
- Experience in communications and public relations. Working experience with the Private and Public along UN system will be considered an asset.
- Experience of population program, at Provincial level and understanding of latest development will be an added advantage.
- A thorough understanding of the public system in general, and especially its financial rules and regulations.
- Excellent minute-taking and writing skills;
- Good presentation, written communications and editing skills in English;
- Good knowledge of the IT inclusive of applications, Microsoft office, mechanics of the social media, digitization is essential.

Functional competencies:

- Results-based programme development and management
- Innovation and marketing of new approaches
- Leveraging the resources of national governments and partners/Building strategic alliances and partners

Core Competencies:

- Values: Integrity/Commitment to mandate, Knowledge sharing/Continuous learning, Valuing diversity
- Managing Relationships: Working in teams, Communicating information and ideas, Conflict and self-management
- Working with people: Empowerment/Developing people/Performance management
- Personal Leadership and Effectiveness: Strategic and analytical thinking, Results orientation/Commitment to excellence, Appropriate and transparent decision making

Languages:

- Fluency in English is required. Working knowledge of Urdu is essential.