

Director Administration & Governance

1. Job Environment

Position Information:

Department: Administration and Governance
Position: 1
Location: Head Office
Duration: Ongoing

Reporting Lines:

Report To:
 CEO
Directly Supervise:
 Manager Admin
 Manager Logistics & Procurement
 Manager IT
 Manager Legal and Volunteerism

2. Job Objective

The Director of Administration and Governance is a senior level position within the organization and responsible for overseeing various administrative functions along with procurement, store and supply chain, information technology, matters related to the Board of Directors, the Rule & Regulation Department.

3. Functions of the Position

1. Administrative Management:

- i. Develop and implement administrative policies and procedures to ensure smooth operations and efficient use of resources.
- ii. Oversee facilities management, including maintenance, security, Vehicle Deployment and maintenance work office space allocation.
- iii. Responsible for all travel arrangements for staff and governance, stay, hotel accommodation and providing all administrative services as and when required.

2. Procurement:

- iv. - Develop and implement procurement strategies to ensure the timely sourcing and acquisition of goods and services from external suppliers and maintain strong relationships with suppliers, monitoring their performance and addressing any issues or concerns
- v. - Conduct supplier evaluations and selection processes based on factors such as quality, price, reliability, and delivery performance.
- vi. - Oversee the order processing and fulfillment process, ensuring accuracy, efficiency, and compliance with procurement policies and procedures.

3. Store Management (Inventory Management):

- vii. - Develop and implement inventory management strategies to optimize stock levels, minimize stockouts, and reduce excess inventory costs.
- viii. - Implement inventory control measures, including accurate record-keeping, stock counting, and reconciliation processes.
- ix. - Develop and monitor key inventory metrics, such as turnover ratio, carrying costs, and stock accuracy, to drive continuous improvement.
- x. - Collaborate with cross-functional teams to ensure alignment between inventory levels and customer demand forecasts.

4. Supply Chain Management:

- xi. - Oversee and coordinate the end-to-end supply chain process, including planning, sourcing, production, and distribution.
- xii. - Develop and implement supply chain strategies to improve efficiency, reduce costs, and enhance customer satisfaction.
- xiii. - Collaborate with internal teams and external partners to ensure seamless coordination and integration across the supply chain.
- xiv. - Monitor and analyze supply chain performance metrics, such as on-time delivery, order

- cycle time, and inventory turnover, and take corrective actions as needed.
- xv. - Continuously evaluate and implement process improvements and technologies to enhance supply chain visibility and efficiency.
5. Information Technology:
- 5. Manage IT infrastructure, systems, and services to ensure reliable and secure operations.
 - 6. Oversee the implementation and maintenance of information security policies and procedures.
 - 7. Collaborate with internal stakeholders to identify and address technology needs and opportunities.
6. Board of Directors Support:
- 8. Coordinate and support Board of Directors meetings, including preparing meeting agendas, minutes, and other necessary documentation.
 - 9. Ensure compliance with membership requirements and maintain accurate records.
 - 10. Facilitate communication between the Board and senior management, providing updates and relevant information as needed.
7. ERP Management:
- 11. Oversee the implementation and maintenance of the ERP system, ensuring data integrity, system performance, and user training.
 - 12. Manage user access, security settings, and system configurations.
8. Rule and Regulation Department:
- 13. Develop and implement compliance programs and frameworks to ensure adherence to laws, regulations, and internal policies.
 - 14. Monitor changes in laws and regulations, and communicate updates to relevant stakeholders.
 - 15. Develop and update organizational policies and procedures to align with regulatory requirements.
 - 16. Liaise with external legal counsel and regulatory authorities on legal and regulatory matters

Special Condition:

R-FPAP is committed to safeguarding and promoting the welfare of children and young people and expects all staff to demonstrate the willingness to sign and the adhere to the IPPF’s Code of Conduct and Safeguarding Policies

Rahnuma-FPAP staff must ensure compliance with appropriate safeguarding policies that reflect the standards and commitments in R-FPAP’s safeguarding. These include Children & Vulnerable Adults Policy, Code of Conduct, Respect At Work Policy and Raising A Concern Policy from time to time, as well as the relevant local statutory provisions relating to safeguarding children and vulnerable adults’.

Prior to an appointment being confirmed completed background check including three verifies references, Police Check; Identity; Qualifications and experience check.

4. Interaction	
Within the organization	Outside the organization

Job Description



RAHNUMA

Head Office Regional Staff PMO Staff Governance	Volunteers Donor Government of Pakistan Partner organizations Market Based Other NGO
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5. Competencies

<u>Interpersonal Skill</u>	<u>Leadership Skills</u>	<u>Management Skills</u>	<u>Technical Skills</u>
Presentation Report Writing Communication	Team Building Conflict Handling Decision Making Motivating Others	Planning Time Management Coordination	Analytical Collaboration Dedication Budgeting

6.Desired Profile of Incumbent Person Specification

1.Education/Qualification:	2.Work Experience & Traits:
16 years education in Social Sciences from HEC recognized university of Pakistan or abroad. In case of Foreign University Degree, an equivalent certificate issued by HEC shall be mandatory (Preference will be given to the candidates who have experience of Armed Forces not below the rank of Major or equivalent with governance & management background).	<ul style="list-style-type: none"> • Minimum 12 years' experience in the area of Administration, Management, Governance, including but not limited to Procurement, IT, Store Management, External-Internal Coordination, especially with Law Enforcing Agencies (LEAs) and Compliance with background working knowledge of social sector. • While a candidate with similar features and attributes having experience around the theme of RH/SRH & Rights may be preferred. • Ability to work effectively in a fast-paced, dynamic environment in a team spirit. • Sound knowledge of governance practices, public policy, National Action Plan and Regulations.

Note: This job description defines the broad accountabilities of this position which may change based on organisational need. Please refer to divisional, team and individual work plans/targets for more specific details.