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| **Director Administration** |
| **1. Job Environment** |
| **Position Information:** | **Reporting Lines:** |
| **Division: Administration****Department:** Administration**Position:**1**Location:** Head Office | **Report To:** CEO**Directly Supervise:**Manager Admin , Manager Logistics & ProcurementManager IT, Manager Legal and Volunteerism |
| **2. Job Objective**  |
| The Director of Administration is responsible for overseeing the organization's administrative functions, procurement, supply chain management and information technology. This role also includes managing relationships with government agencies concerning rules, regulations, and registration. |
| **3.Functions of the Position** |
| 1. Develop and implement administrative policies and procedures to ensure smooth operations and efficient resource utilization.
2. Oversee office maintenance, staff security, vehicle deployment, and workspace allocation.
3. Manage travel arrangements, hotel accommodations, and other administrative services for staff and governance.
4. Develop procurement strategies to ensure timely sourcing and acquisition of goods and services, maintaining strong relationships with suppliers.
5. Implement inventory management strategies to optimize stock levels, minimize stockouts, and reduce inventory costs.
6. Monitor key inventory metrics to drive continuous improvement.
7. Coordinate the end-to-end supply chain process, from planning to distribution, aligning inventory with customer demand.
8. Implement supply chain strategies to improve efficiency, reduce costs, and enhance customer satisfaction.
9. Oversee the implementation and maintenance of information security policies and procedures.
10. Manage IT infrastructure, systems, and services to ensure reliable and secure operations.
11. Coordinate and support Board of Directors meetings, including preparing agendas, minutes, and necessary documentation.
12. Ensure compliance with membership requirements and maintain accurate records.
13. Develop and implement compliance programs to ensure adherence to laws, regulations, and internal policies.
14. Responsible for the registration of the organization with the Economic Affairs Division (EAD), Social Welfare and Charity Commission, Pakistan Centre for Philanthropy (PCP), and the International Planned Parenthood Federation (IPPF).
15. Any other assignment assigned by the supervisor .
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| **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** |
| Head OfficeRegional StaffPMO StaffGovernance  | VolunteersDonorGovernment of PakistanPartner organizationsMarket Based Other NGO |
| **5. Competencies** |
| **Interpersonal Skill** Presentation Report Writing Communication | **Leadership Skills** Team BuildingConflict HandlingDecision MakingMotivating Others | **Management Skills**PlanningTime ManagementCoordination | **Technical Skills** AnalyticalCollaboration DedicationBudgeting |
| **6.Desired Profile of Incumbent Person Specification** |
| **1.Education/Qualification:** | **2.Work Experience & Traits:** |
|  Master’s degree in Administration, Management, or Supply Chain from a recognized university. Preference will be given to candidates with experience in the Armed Forces (not below the rank of Major or equivalent) with a background in management and administration. Foreign degrees must be accompanied by an equivalent certificate issued by HEC. | 1. Minimum of 7 years of relevant experience in administration, management, supply chain management, procurement, IT, and store management.
2. Experience in external/internal coordination, particularly with Law Enforcing Agencies (LEAs) and compliance, with working knowledge of the social sector.
3. Preference for candidates with experience in reproductive health, sexual and reproductive health, and rights.
4. Ability to work effectively in a fast-paced, dynamic environment with a team-oriented approach.
5. Strong knowledge of governance practices, public policy, the National Action Plan, and relevant regulations.
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**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.