

### Admin & HR Officer

#### 1. Job Environment

##### Position Information:

**Department:** Administration and Human Resource  
**Location:** All locations of FPAP  
**Duration:** Ongoing

##### Reporting Lines:

**Report To:**  
**Administratively:** Regional Director through Regional Program Manager  
**Technically:** Director Admin & Manager HR  
**Directly Supervise:**  
 Admin staff below officer level

#### 2. Job Objective

Assist Regional Director & Regional Program Manager in implementation of administration and human resource management as per standard policies and procedures of the organization.

#### 3. Functions of the Position

1. Facilitate in all administrative and HR functions in close coordination of program, finance and MER officers for the implementation of the ongoing Program /project activities, reflected in the proposal concerned.
2. Facilitate the Programs/project in maintenance of accommodation, furniture, fixture, office equipment, transport, stationery etc.
3. Provide assistance for drafting agenda, meeting minutes and action taken of RC/RCC.
4. Compile and proceed Admin, Procurement and HR related cases with complete documents as per policy manual and standard practice.
5. Prepare the inventory report on quarterly bases regarding all the equipment and procured material, furniture etc.
6. Coordinate with HR and Admin Department of HO and HR focal person of PMO and FHH for smooth functioning of activities.
7. Ensure efficient use of all physical equipment specifically transport with optimum use mechanically.
8. Ensure timely submission of all HR related reports and keep close eye on employee relationship.
9. Ensure regular supplies of contraceptives to MSUs, WCs, and CBD Agents and monitor store functions.
10. Coordinate with line departments, Government officials and other stakeholders.
11. Perform any other tasks assigned by the supervisor.

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**4. Interaction**

Within the organization	Outside the organization
Regional Staff PMO Staff Head Office	Volunteers Community Government of Pakistan Partner organizations Market Based Other NGO

**5. Competencies**

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

**6. 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.

**7.Desired Profile of Incumbent Person Specification**

1.Education/Qualification:	2.Work Experience & Traits:
Masters in Management /Human Resource Management or equivalent	2 to 3 years' experience specific experience preferably in social sector around the theme of RH/SRH & Rights