

## Career Opportunity

YPP provides equal opportunity to all qualified female & male including the physically challenged candidates.

### Administrative Assistant

*Last Date: Friday 18<sup>th</sup> March, 2016*

#### **Background:**

Youth Parliament of Pakistan (YPP) is a non-profit, non-political, and non-religious organization. The main objective of YPP is to foster and transform talent and excellence of adolescents and youth of Pakistan into tangible action and community service.

#### **Project Title: Empower Youth for Work**

Empower Youth for Work promotes a positive enabling environment for youth, especially young women, to thrive, achieve their potential and contribute to their community. The program focuses on communities hardest hit by climate change.

There will be better economic prospects through improvements in the job market, better support and opportunities for youth entrepreneurs; access to better training that enables them to benefit from these opportunities, including 'soft', technical and vocational training; an improved social and political enabling environment that recognizes the contribution youth can make to society and the economy. We propose to launch an integrated, innovative program collaborating with stakeholders in private, public and civil society sectors to create new, improved, sustainable models for youth inclusion in employment, training, youth group support, business development services and access to finance; community and mass media campaign activities designed to change norms and policies that hinder opportunities for youth.

#### **Duties and Responsibilities:**

- ✓ Provides administrative and clerical support to the process of preparation and drafting of project ideas, work plans, budgets and progress reports.
- ✓ Maintains all proper filing system. Select information and records in specified format or on the basis of general instructions for use by others in preparing reports, correspondence, technical papers, project or programme plans and general reference documents.
- ✓ Administration, including maintaining records and files;
- ✓ Human Resources, including maintaining attendance and leave records;
- ✓ Procurement, including getting quotations and tracking deliveries;

- ✓ Assists in the preparation of documents for use in the formulation of the work plans, progress reports and periodic reviews with national counterparts.
- ✓ Assists in the development of contacts with different stakeholders.
- ✓ Maintain and assists in the updating of internal records of donor assistance
- ✓ Assistance in the organization of seminars, workshops and training activities
- ✓ Assists in the preparation of terms of reference, programmes and logistics for visiting experts, missions, delegations, and donor representatives through liaison with local staff and government authorities.
- ✓ Makes travel and hotel reservations, prepares travel orders and assembles information pertinent to the purpose of travel.
- ✓ Assist in procurement processes and proper assets management, monitoring, recording and disposal.
- ✓ Performs other duties (such as general correspondence, attendance at meetings, minutes of meetings, reports, follow-up, etc.) as required.
- ✓ Office Management, including stock control
- ✓ Finance, including managing petty cash vouchers and preparing direct payment request.
- ✓ Translating and interpreting as required.
- ✓ Purchase office supplies on competitive basis and store for issuance.
- ✓ Develop Fixed asset register and update as and when required

### **Qualifications:**

- ✓ Intermediate or similar qualifications desirable.
- ✓ Enthusiasm to learn the role.
- ✓ Experience with computers or non-formal IT experience.
- ✓ Experience working in an office environment, ideally clerical experience.
- ✓ Previous experience in administration advantageous.
- ✓ Three years working experience.
- ✓ Good written and spoken English is essential.
- ✓ Honest and trustworthy
- ✓ Excellent interpersonal skills.