

Career Opportunity

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

Program Officer-Admin & Finance

Last Date: Friday 18th 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:

General Management:

- ✓ Contributes to the effective and efficient governance towards the achieving in project goals.
- ✓ Assist the Project Manager in the overall management of the project activities.
- ✓ Lead and manage the overall coordination of the administrative and financial works

Financial Management:

- ✓ The Finance officer is responsible for the overall budget management, implementation and reporting of finance.
- ✓ Audit and review all invoices for finances related to the project
- ✓ Manage cost accounting records and monitoring of the budget implementation of the project activities.
- ✓ Process payment of salaries, allowances, travel claims and other payments to project staff, vendors and other concerns.
- ✓ Monitor and organize the funds transfer from the donors.
- ✓ Maintain cash books for reconciliation with bank statements, including control of disbursements and balancing of books and ledgers;
- ✓ Carry out the accounting of bank papers for monthly, quarterly, and annual financial reports
- ✓ Manage bills and financing requests and prepare payment orders
- ✓ Follow up budget and financial aspect of all transactions and expenses made
- ✓ Any other financial duties as assigned by the Project Manager.

Administration:

- ✓ Lead the overall day to day and long term administrative tasks to facilitate for the organization
- ✓ Monitor and engage in resource efficient terms and contracts with service providers on a regular basis for providing optimal working environment.
- ✓ Coordinate conferences and meetings
- ✓ Manage mails correspondence system.
- ✓ Prepare briefing materials and administrative notes for the staff for use on official missions, meetings, seminars and conferences.
- ✓ The Administration Officer will also lead all activities related to Human Resource management
- ✓ Assisting in developing and maintaining good working relations with donor agencies,
- ✓ Any other administrative duties as assigned by the Project Manager.

Qualifications:

- ✓ Bachelor/Masters in “Administration or Finance”
- ✓ Prior 3 years’ experience in administration or finance fields.
- ✓ Working experience with the project stakeholder institutions and agencies
- ✓ Good communication skills and effective interpersonal and negotiation skills, proven through successful interactions with all levels of stakeholder groups, including senior government officials, business executives and local people/communities
- ✓ Good writing, presentation and reporting skills
- ✓ Good computer skills