

Terms of References

POST TITLE: ASSISTANT

Background:

The Assistant required to assist the PIU IFRAP Component-1 project funded by World Bank. The incumbent will perform the following duties:

Duties and Responsibilities:

1. Assist the Program section in order to run the project activities
2. Maintain record keeping
3. Collect the timely reports
4. Work closely with the line supervisors and other senior team members to ensure efficient and effective project data and record
5. Regular feedback of record keeping to Supervisors
6. Assist the supervisors in arranging the workshop/project events
7. Assist with needs assessment and related surveys when necessary
8. Support relevant sections of bi-weekly, quarterly and annual charts for reporting.
9. Other duties as assigned by Supervisor.

Qualification:

At least a bachelor's degree in management or related field from a reputable University, recognized by HEC.

Work Experience:

01 year of work experience

Languages:

Working knowledge of the official language used for communication within the country (English). Working knowledge of the local language is required.

IT Skills:

Good knowledge of MS Office applications. Good knowledge of all communications equipment. Work Management Skills:

Salary and Benefits

A market-based competitive salary (lump-sum with no other benefits) based on qualification and experience will be offered.

Time frame of Consultancy

The services of the official will be required full-time for the entire life of the project. However, the continuity of the contract will be subject to satisfactory performance by the consultant.

Selection Process:

The official will be selected in accordance with the procedures set out for IFRAP Component-1 Project.