Terms of References

POST TITLE:

ASSOCIATE

Background:

The Associates 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 (master's degree will be given preference)

Work Experience:

2 years 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 Componenet-1 Project.