

## **Terms of Reference**

### **Admin Assistant PRSP Secretariat**

Project Name: Strengthening PRS Monitoring Project  
Post Title: Admin Assistant PRSP Secretariat  
Duty Station: Islamabad  
Posted on: October 15, 2012  
Last date to apply: October 21, 2012

#### **Background:**

The PRSP Secretariat underpins the Government's institutional mechanism for poverty monitoring. The PRSP Secretariat has been mandated with the overall lead in coordinating, Monitoring evaluating and tracking the implementation of the PRSP. The Secretariat generates Progress reports on anti-poverty public expenditures, intermediate social indicators and final outcomes. A critical input in achieving the targets set out in the PRSP is the effective utilization of anti-poverty public expenditures.

The objective of Strengthening PRS monitoring is to strengthen institutional capacities for results-based monitoring & evaluation of poverty reduction strategies (PRS) and has the following three outputs:

1. Public spending and allocations in pro-poor sectors reviewed and analyzed through a gender lens to better understand the contribution and needs of men women.
2. Quality, collection, analysis and management of PRSP data improved at national and province levels.
3. National engagements in PRSP monitoring mobilized through participatory processes.

#### **Scope of Work:**

The Admin Assistant will work under the overall supervision of Section Officer (EFP-II) and will be responsible for the following at PRSP Secretariat:

- He/she will also be responsible for the file management of PRSP Secretariat i.e. to maintain an accessible filing system.
- Assist with all administrative and logistical arrangements for meetings, workshops conferences regarding SPRSM activities.
- Prepare different correspondences and ensure follow up system.
- Perform any other related duty as and when required and assigned by the supervisor.

#### **Qualification and Experience Required:**

1. Candidate should have a bachelor degree.
2. Ability to use MS Excel, MS Word and MS Power Point
3. At least 5 years of work experience.
4. Good written and spoken skill in English/Urdu.

**Please send your CV to:**

Admin/Finance Officer  
Strengthening PRS Monitoring Project  
3rd Floor, Federal Bank for Cooperatives Building  
G-5/2, Islamabad.

or

Email to: [sprsm.jobs@gmail.com](mailto:sprsm.jobs@gmail.com)