



GOVERNMENT OF KHYBER PAKHTUNKHWA

Planning & Development Department Strengthening PRS Monitoring Project



Terms of Reference

Office Boy on Special Services Agreement (SSA)

Project Name: Strengthening PRS Monitoring Project (SPRSMP), Khyber Pakhtunkhwa Unit
Location: Planning & Development Department, Government of the Khyber Pakhtunkhwa
Post Title/Category: Office Boy (SSA)
Duty Station: PMU Office, Peshawar
Posted on: January 03, 2013
Deadline to Apply: January 13, 2013

Background:

Strengthening Poverty Reduction Strategy Monitoring Project (SPRSMP) is a joint initiative of Finance Division - Government of Pakistan, United Nations Development Program (UNDP) and Swiss Agency for Development and Cooperation (SDC) with the major objective of strengthening institutional capacities for result based monitoring and evaluation of poverty reduction strategies at Federal and Provincial levels. At the provincial level the Project has been housed in the Planning & Development Department. The project has the following three outputs:

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

Tasks & Responsibilities:

- To open and close office on a daily basis
- To upkeep and maintenance of offices/ furniture and general cleanliness
- To organize and secure materials and office supplies
- To collect and deliver mails, messages, documents, packages & other items to and from government offices, the post office, or any other location that may be required
- To attend guests/meeting participants.
- To make photocopies of reports and correspondence
- To coordinate the maintenance and repair of office equipment
- To assist staff in wide range of office duties
- To cooperate with office staff to maintain proper interaction and a friendly environment within the office.
- Any other duty assigned by the Provincial Project Manager/Admin & Finance Assistant

Qualification & Experience:

- At least Matric
- Experience in administrative or clerical activities is an added advantage
- Good communication skills and professional personal presentation
- Should be honest, respectful and trustworthy

Please send your CV to:

Strengthening PRS Monitoring Project – Khyber Pakhtunkhwa Unit
Room # 7, 2nd Floor, SDU Building, Khyber Road, Peshawar

Or Email to: sprsm.kp@gmail.com

or Fax to: +92 91 5277900