

## Career Opportunity

### **Administrative Affairs Associate**

**Reporting to:** Manager, Administration and Procurement

**Location:** Islamabad, Pakistan

**Recruitment type:** Full-time

**Teach For Pakistan** is a national non-profit organization committed to creating a powerful social movement for equity and excellence in education. We enable Pakistan's best young talent to teach for two years in underserved communities, and drive systemic change in education throughout their lives.

#### **The Role**

Teach For Pakistan is urgently looking to hire an Associate in the Administration department. The Admin Associate position is a critical support function to the entire organization to enable it to thrive and grow. Some responsibilities of this role include, but are not limited to:

- Arrangement of travel, hotel and other logistics for the team as and when the need arises.
- Serving as a focal point in procurement processing for various teams across the organization, including vendor sourcing and management
- Preparation of purchase requests with all supporting documents for issuance of purchase orders, contracts, and other documents that are part of the procurement process
- Identification of administrative issues and their timely and continuous improvement
- Assistance in preparing and maintaining the supporting documents for payments and financial reports for the program, payment execution and monitoring payment status
- Administrative and logistical support to the organization's programmatic and other units, e.g., with trainings, conferences, workshops, retreats and other events
- Recording and monitoring inventory records, maintaining asset management records and files, distributing stationery to personnel, and providing advice to other staff members on procurement of goods or services
- Managing petty cash, including cash withdrawals, issuance, and record-keeping
- Ensuring smooth functioning of office machinery, including computers, softwares and other related functions essential for staff productivity
- Managing inventory of office materials, including groceries, stationery, and other supplies
- Developing and managing systems for storing and organizing files and records
- Ensuring a positive work environment through proper office maintenance and upkeep
- Making utility bill and withholding tax payments
- Participating enthusiastically in various programmatic functions to support the organizational mission.

**The ideal candidate** will be a responsible and proactive problem-solver who thrives under pressure and can successfully manage multiple projects in an efficient manner simultaneously. We are looking for someone who is inspired and motivated by the organizational mission and will work to support program teams and the organization at large in achieving our vision. This person will have the following skills, experience and qualifications:

- Four-years Bachelor's degree required in the areas of administration, business management, accounting, economics or related field from a reputable university
- Minimum 2 years of work experience required
- Excellent command over well-versed in office software packages (MS Word, Excel, PowerPoint) as well as Google Suite (Gmail, Drive, Google Calendar, Google Docs etc).
- Strong communication skills required to interact effectively with various stakeholders.
- Comfort handling frequent email communication is required
- Deep belief in Teach For Pakistan's mission
- Eagerness to be involved cross-functionally and communicate with other staff members.
- Ability to travel across the city with ease using Careem/Uber.
- Demonstrated and proven track record of excellence in organizational skills and capabilities.

**To Apply**, please send us your **resume and cover letter** at [careers@iteachforpakistan.org](mailto:careers@iteachforpakistan.org) by **7<sup>th</sup> August, 2022**. Please consider the following important notes before submitting your application, without which it will not be entertained:

- Please mention the job title in your email subject.
- A generic cover letter will disqualify you from the application process. Your cover letter must address the following questions:
  - Why are you interested in working for Teach For Pakistan? We highly encourage you to learn more about us at [www.iteachforpakistan.org](http://www.iteachforpakistan.org) before submitting your application.
  - What specific skills, experiences, and mindsets do you bring to the role and to the organization?
  - What challenges do you anticipate in this role and how would you overcome them?

