



Admin Assistant-cum-Receptionist-Telephone Operator

Vacancy #:	6421
Unit:	Pakistan Corporate
Organisation:	International Union for Conservation of Nature (IUCN)
Location:	Pakistan Country Office, Islamabad, Pakistan
Reporting to:	Administration Officer
Work percentage:	100%
Grade:	A2
Expected start date:	29 May 2023
Type of contract:	Fixed-term (12 months with possibility of renewal)
Closing date:	18 May 2023

BACKGROUND

The position is funded through TBTP, keeping in view the quantum of TBTP work coordinated through IUCN CO Pakistan. The incumbent will provide support as receptionist - cum- telephone operator. Provide support to CR and PM TBTP in office management (documents record keeping, communications and dispatch / receiving of letters / contracts / agreements, etc), handle incoming and outgoing telephone calls, mail, faxes, etc and maintain an updated communication index, keep record of all calls being made from CRO and ensure that these calls are properly charged to the respective projects/units. The incumbent will also be responsible for scheduling meetings / workshops with stakeholders / provinces and do necessary arrangements as required.

JOB DESCRIPTION

The incumbent will provide support in day to day working related to IUCN CO Pakistan in general and TBTP in specific. The specific ToRs are listed below;

SPECIFIC DUTIES:

The incumbent will be responsible to provide administrative, logistic support and act as Receptionist cum-Telephone Operator related duties to support maximum operational efficiency of the IUCN CO Islamabad and TBTP project. He/she will also operate PABX. Following are the specific ToRs of the position

1. Scheduling meetings/workshops with stakeholders/provinces and do necessary arrangements.
2. Provide support to office staff in office management (appointments/meetings, record keeping, communications and dispatch/receiving of letters / contracts / agreements, etc).
3. Responsible for informing participants of workshops, seminars and meetings in coordination with program, administration and finance units.
4. Receive and welcome all guests/visitors and direct them to the concerned staff;
5. Handle incoming and outgoing telephone calls, mail, faxes, etc and maintain an updated telephone index and revise it as and when required;
6. Keep an updated record of calls being made from Islamabad Office and ensure that these calls are properly charged to the respective projects/units; share proper reporting/ statements/ monitoring, etc with the supervisor;
7. Ensure that messages are communicated effectively and reached down correctively;
8. Ensure proper filling of all correspondence and important documents on assigned subjects
9. Assist in providing cab services to all Islamabad Office staff and guests;
10. Handle TCS/Mail charges and all its modalities;
11. Provide secretarial services to the CR and PM TBTP, as and when required;
12. Maintain up to date list of files, contacts and reports.
13. Liaison with Central HR Unit, Administration and Finance personnel on routine matters.
14. Carry out any other relevant tasks as required and mutually agreed with the line manager/supervisor(s).

REQUIREMENTS

- The position requires professional experience in office administration, secretariat services and as receptionist with at least 02 years practical experience in government/Private Organization(s), UN agencies, NGOs/INGOs. The following specific qualification and skills are desirable:
 - Bachelor / Master degree
 - Fair speaking skills of English and Urdu whereas proficiency in other local languages will be an added advantage
 - Working computer skills of MS Office
 - Good record keeping skills
 - Pleasant personality and good communication skills

SALARY

The minimum gross annual salary for this position is PKR 725'603. While this is an indicative amount effective as of the current date, changes may occur as per IUCN's compensation practices without prior notice. The same applies to other organisations hosted by IUCN.

APPLICATIONS

Applicants are requested to apply online through the HR Management System, by opening the vacancy announcement and pressing the "Apply" button at:

<https://hrms.iucn.org/vacancy/6421>

Applicants will be asked to create an account and submit their profile information. Applications will not be accepted after the closing date. The vacancy closes at midnight, Swiss time (GMT+1 / GMT+2 during Daylight Saving Time, DST). Please note that only selected applicants will be personally contacted for interviews.

Other job opportunities are published in the IUCN website: <http://www.iucn.org/involved/jobs/>

About IUCN

IUCN is a membership Union uniquely composed of both government and civil society organisations. It provides public, private and non-governmental organisations with the knowledge and tools that enable human progress, economic development and nature conservation to take place together.

Created in 1948, IUCN is now the world's largest and most diverse environmental network, harnessing the knowledge, resources and reach of more than 1,400 Member organisations and some 15,000 experts. It is a leading provider of conservation data, assessments and analysis. Its broad membership enables IUCN to fill the role of incubator and trusted repository of best practices, tools and international standards.

IUCN provides a neutral space in which diverse stakeholders including governments, NGOs, scientists, businesses, local communities, indigenous peoples organisations and others can work together to forge and implement solutions to environmental challenges and achieve sustainable development.

Working with many partners and supporters, IUCN implements a large and diverse portfolio of conservation projects worldwide. Combining the latest science with the traditional knowledge of local communities, these projects work to reverse habitat loss, restore ecosystems and improve people's well-being.

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