



## Job Description

<b>Job Title:</b>	Admin & Procurement Officer
<b>Project:</b>	<b>Strengthening Community Resilience and WASH Services in Vulnerable Communities of District Pishin</b>
<b>Department:</b>	IPD
<b>Report to:</b>	Project Manager
<b>Location:</b>	District Quetta / Pishin
<b>Budgeted Salary</b>	PKR: 90,000/-
<b>Contract Type &amp; duration:</b>	Contractual/10 months
<b>Background</b>	This project, supported by a UN agency, aims to improve access to climate-resilient WASH services and essential community infrastructure in vulnerable communities of District Pishin, Balochistan. Addressing challenges such as water scarcity, poor sanitation, inadequate waste management, and climate-related risks, the intervention adopts a participatory and community-led approach to strengthen resilience, improve public health, and promote sustainable local solutions through Community Action Planning, infrastructure rehabilitation, and hygiene promotion.
<b>Purpose</b>	The Admin and Procurement Officer is responsible for providing administrative, procurement, and logistical support to the effective implementation of WASH (Water, Sanitation and Hygiene) and Community Action Plan (CAP) interventions. The position ensures the timely and compliant procurement of goods, services, and works required for project activities, including WASH infrastructure, hygiene promotion initiatives, community mobilization, and capacity-building events. The incumbent oversees procurement planning, vendor management, contract administration, inventory and asset management, and office administration in accordance with and donor requirements. The role contributes to the efficient delivery of project objectives by ensuring operational readiness, maintaining accurate records, facilitating logistical arrangements, and promoting transparency, accountability, and value for money throughout project implementation.
<b>Main Responsibilities</b>	<p>The Admin, and Procurement Officer will be responsible for managing, administrative operations, and logistics functions for the project in compliance with Muslim Hands' policies &amp; donor requirements. This role ensures efficient Program managerial support, staff management, office administration, asset control, procurement, and logistical support for smooth project delivery.</p> <p><b>Key Responsibilities</b></p> <p><b>1. Administration</b></p> <ul style="list-style-type: none"> <li>• Manage day-to-day administrative functions of the field office.</li> <li>• Maintain office equipment, utilities, and supplies in good working order.</li> <li>• Ensure proper filing, documentation, and archiving (both digital and physical).</li> <li>• Handle correspondence, scheduling, and travel arrangements for staff and visitors.</li> </ul> <p><b>2. Procurement &amp; Logistics</b></p>



	<ul style="list-style-type: none"> <li>• Plan, coordinate, and execute procurement activities for goods, services, and works in compliance with Muslim Hands and donor procurement policies.</li> <li>• Prepare procurement plans aligned with project work plans and budgets.</li> <li>• Ensure transparent and competitive procurement processes, including bid collection, evaluation, and contract award.</li> <li>• Maintain an updated procurement tracker, contracts register, and vendor database.</li> <li>• Liaise with the logistics team for timely delivery of goods and services to project sites.</li> <li>• Verify goods and services received match purchase orders and technical specifications before payment processing.</li> <li>• Ensure environmental, social, and ethical standards are adhered to in procurement activities.</li> </ul>
<p><b>Required Qualification, Experience and Skills:</b></p>	<p><b>Qualification &amp; Experience</b></p> <ul style="list-style-type: none"> <li>• Bachelor’s degree in Business Administration, or relevant field (Master’s preferred).</li> <li>• Minimum 3–5 years of experience in administration, procurement and logistics preferably within an INGO or UN-funded infrastructure or relevant project environment in Baluchistan.</li> <li>• Knowledge of labor laws, Procurement best practices, and procurement processes.</li> <li>• Strong organizational, interpersonal, and communication skills.</li> <li>• Proficiency in MS Office and familiarity with HR/admin/logistics management systems.</li> <li>• Fluency in English, Urdu, and Pashto (local language) preferred.</li> </ul> <p><b>Core Competencies</b></p> <ul style="list-style-type: none"> <li>• Integrity and professionalism.</li> <li>• Ability to multitask and manage competing priorities.</li> <li>• Problem-solving and decision-making skills.</li> <li>• Commitment to humanitarian principles and community engagement.</li> </ul>
<p><b>Additional Information (Safeguarding, Inclusion, and Application Requirements)</b></p>	<ul style="list-style-type: none"> <li>• Muslim Hands maintains a zero-tolerance policy towards discrimination and unequal power dynamics and is fully committed to equity, inclusion, and safeguarding (PSEA).</li> <li>• As part of our Safeguarding Policy, all applicants must present a valid CNIC and proof of qualifications/experience at the time of test/interview.</li> <li>• Muslim Hands has a ZERO-tolerance policy on prevention of Physical and Sexual Exploitation and Abuse (PSEA), Safeguarding, and child protection/GBV, which is part of MH code of conduct and Ethics.</li> <li>• We are an equal opportunity employer and actively encourage applications from all qualified individuals, irrespective of gender, ethnicity or origin, disability, political beliefs, religious beliefs, sexual orientation, or socio-economic status to apply to become a part of the organization</li> </ul>



	<ul style="list-style-type: none"><li>• If this role aligns with your skills and values, we encourage you to apply by submitting the required information on online portal , and additionally sharing detailed CV - along with Covering Letter.</li><li>• Please note that only shortlisted candidates will be contacted.</li></ul> <p>We reserve the right to close the recruitment process early and make appointments before the closing date.</p>
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