



Job Description

Job Title:	Office Boy
Department:	Health
Reports to:	Area Manager
Location:	BHU – Gujar Khan
Contract Type:	Annual
Salary Range:	PKR 25,000 to 30,000
Purpose	To provide general office support and ensure the cleanliness, organization, and smooth day-to-day functioning of the Basic Health Unit (BHU) office and facility.
Main Responsibilities	<ol style="list-style-type: none"> 1. Ensure cleanliness of the office premises, waiting areas, treatment rooms, and surrounding spaces. 2. Serve tea, water, and refreshments to staff and visitors when required. 3. Assist in basic office tasks such as photocopying, filing, and document delivery within the office. 4. Support staff in maintaining office supplies. 5. Assist in moving files, equipment, and materials within the facility when required. 6. Ensure proper disposal of waste and maintain hygiene standards within the facility. 7. Maintain cleanliness of kitchen/pantry areas and ensure availability of basic items. 8. Assist staff during events, meetings, or outreach activities organized at the facility. 9. Follow organizational policies and maintain respectful behavior with staff and visitors.
Required Qualification, Experience and Skills:	<p>Qualification:</p> <ol style="list-style-type: none"> 1. Minimum Matric level education preferred. <p>Experience:</p> <ol style="list-style-type: none"> 2. Previous experience in a similar role in an office, clinic, or health facility will be an advantage. <p>Skills and Competencies:</p> <ol style="list-style-type: none"> 3. Basic understanding of cleanliness and hygiene practices. 4. Responsible, honest, and punctual. 5. Good interpersonal behavior and respectful attitude. 6. Ability to follow instructions and complete assigned tasks efficiently. 7. Physically fit to perform routine office support tasks.