

## Administration Officer

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Company: The Kaghan Memorial Trust

Location: Mansehra

Category: other-general

### Administration Officer

The Kaghan Memorial Trust, PakistanThe Kaghan Memorial Trust (KMT) is a non-profit charitable organisation that is operating a charitable school in the Kaghan Valley, District Mansehra, that provides free education to underprivileged children from the area.KMT is currently in the process of recruiting an Administration Officer who shall be employed at its school for a minimum period of one year.The Administration Officer will be responsible for:Maintaining daily attendance registers of all Admin. Staff and ensuring that they report to the school on time each day;Managing the work of the various administrative staff employed at the school and ensuring that they all perform their duties as required;Ensuring that all equipments at the school, including vehicles, generators, UPSs etc. are properly maintained and serviced in a timely manner;Ensuring that no unauthorised person enters the school premisesMaintaining daily accounts for the School according to Generally Accepted Accounting procedures and reconciling these accounts on monthly basis with the KMT Head Office. All Expenses made for the School must be signed and requisitioned by the Administration Officer and then verified and counter signed by another authorised staff member;Distributing salaries to local staff each month;Maintaining good relations with the school's various local suppliers and ensuring that all supplies and rations including food and fuel, are delivered to the school in a timely manner;Assisting and facilitating the school's Academic Staff with their day to day requirements by arranging supplies, transport and other logistics for them as and when needed;Ensuring the security of the staff and students at the school by supervising and managing their movements and travel and through effective use of the

school's guards and drivers; Liaising with the local community to ensure that they are on-board with the school's activities and that there is no miscommunication or misunderstanding between the community and the school; Any other tasks assigned by the KMT Managing Trustee.

Job Specification Candidate applying for the above post must have:

A Bachelor's degree or higher from any recognized university, preferably in social sciences, economics, accounts or political science;

Two years of relevant work experience;

Strong communication skills;

Proficiency in English language reading, writing and speaking; and good management skills. Candidates must be willing to work for KMS for at least one full year and to live full time on-campus. The applicant must also be a team player who is willing to follow instructions from supervisors and who can also lead independently when needed. All applicants should send a cover letter and CV to the Managing Trustee of the Kaghan Memorial Trust. The closing date for applications is 30th of November. Only short-listed candidates will be contacted. Please do not call us directly. Job start date is February 01, 2016.

Non-Profit Organization Management - Islamabad, Pakistan #J-18808-Ljbffr

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