

## Job Description

<b>Job Title</b>	<b>Office Assistant</b>		
<b>Strategic Business Unit</b>	TVET IV	<b>Region, Country</b>	Islamabad, Pakistan
<b>Pay Band</b>	Consultancy Contract (Long Term)	<b>Contract Duration</b>	3.6 Years Consultancy Contract
<b>Deadline to apply: 1<sup>st</sup> January 2025</b>			

## About the project

This project is a 54-month programme jointly co-financed by the European Union, the German Federal Ministry for Economic Cooperation and Development (BMZ) and implemented by GIZ and the British Council and the overall objective of this action is to contribute towards strengthened inclusive socio-economic development of Pakistan, with sufficient skilled and relevant human capital available to meet private sector needs.

The British Council is leading on € 10 million funding for component 4; to increase availability of skilled female labour force in digital skills and high-tech professions. The British Council through delivering the component 4 of the project aims to develop high quality, relevant and inclusive TVET system with improved progression pathways to higher education and employment for Women, including refugee and returnee, and women with disabilities.

The project will be implemented in Khyber Pakhtunkhwa, Baluchistan and Gilgit Baltistan with an aim to develop and roll out new digital skills and high-tech CBT&A packages in Robotics, Artificial Intelligence, IoTs, and Data Science/Analytics including green skills and life skills as cross-cutting modules in collaboration with private sector, to be endorsed by federal authorities. The project will also establish two CoEs with the focus on digital skills and high-tech to offer career-focused training programmes to build the capacity of institutions for sustainability through teacher training, internationally accredited Digital Centre of Excellence and Public Private Partnership for the employment of trained students. This will also include women/ girls, persons with disabilities, migrants, returnees, and refugee communities as part of the target group.

## About the role

The office assistant role is critical for the smooth delivery of daily administrative tasks and assisting the team members where required. Time management with good coordination would be the key for success for this role.

The appointee will have responsibility for:

- Learn globally accredited best practices for general office related task, maintenance, stock management, safety and security at workplace.
- Helping the project team in performing their tasks, staff, or other management staff in doing their responsibilities i.e getting print outs etc.

- Facilitating project team with correspondence management related to phone, fax ,postal mail and by hand delivery.
- Providing logistics support to internal/external events.
- Receiving guests.
- Organizing and keeping files and general stock ready for office use.
- Coordinating and reporting the maintenance and basic repair of equipment for the workplace
- Being flexible on timing rotations as advise by line management.
- Ensuring that the office is clean and maintained on high standards.

### Key Relationships

The post holder will need to develop successful relationships with all team members.

### Safeguarding

The post holder will understand the importance of safeguarding and complete the mandatory e-learning courses.

### Reporting and Line Management:

Office Assistant will report to the Admin and Finance Manager.

### Required qualifications and experience.

<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Ability to communicate in basic English and Urdu language.</li> <li>• Good written and verbal communication skills.</li> <li>• Knowledge of housekeeping and stock maintenance.</li> <li>• Basic Computer literacy.</li> <li>• Professional demeanour.</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Previous experience of at least 3-5 years in a similar role in a reputable organisation.</li> </ul>	
<b>Education</b>	<ul style="list-style-type: none"> <li>• Intermediate or equivalent (12 Years)</li> </ul>	
<b>British Council values and behaviours</b>	<p>British council values and behaviours are applicable across our organisation, in all roles and at all levels. They are important because they say what we stand for at the British Council and help us to deliver our strategy. We use them to guide our decision making, as well as guiding how we treat one another and the people we work with. These will be assessed in the selection process. Our values are: Open and Committed; Expert and Inclusive; Optimistic and Bold.</p>	

	<p>The behaviours for each values pair can be found on our <a href="#">Intranet SharePoint site</a> for internal staff and at our Careers portal for external applicants.</p>	
<p><b>Condition of employment</b></p>	<p>Proof of Identity requirements/right to work in country.</p> <p>Candidates are expected to have researched whether they have the right to live and work in the Pakistan in which the role is based.</p>	