

MOJAZ Foundation

Job Title: Office Assistant
Reporting To: Project Coordinator
Job Status: Fixed term contract for 3 months
Job Location: Field Office Shaheed Benazirabad

Job Purpose / Summary:

He is responsible for support in office like filing, printing of documents, translations, attendance, inward and outward mails and photocopying and assist in all office routine matters.

Duties and Responsibilities:

- To type and prepare documents as required.
- To greet customers and senior members of the organization; answer phone and receive messages sent to the organization.
- To provide assistance to staff members like answering, receiving phone calls and taking messages.
- To be in charge of maintaining the records of the organization
- To be responsible for sending mails at requests.
- To be responsible for maintenance, upgrade and development of data collection system of the organization to satisfy the required standards.
- Others duties assigned by the supervisor.

Performance Standard

- Assist staff in filing and documentation
- Answer telephone calls and attend visitors
- Other task assigned by the supervisor

PERSON SPECIFICATION

Essential:

Partly qualified from Middle- Matric
At least two years' work experience

Desirable:

Knowledge of local languages and area
Experience of working in an insecure environment

Accountability:

Accountable as per above mentioned duties and Responsibilities

Authority:

As per duties and responsibilities

Performance Standards: Mentioned above against each duties and responsibility respectively

MOJAZ Staff Code of Conduct and Programme Participant Protection Policy of Concern

MOJAZ Foundation has a staff Code of Conduct and a Programme Participant Protection Policy which have been developed to ensure the maximum protection of programme participants from exploitation and to clarify the responsibilities of MOJAZ staff, consultants, visitors to the programme and partner organizations, and the standards of behaviour expected from them. In this context staff have the responsibility to the organization to strive for, and maintain, the highest standard in day-to-day conduct in their workplace in accordance with MOJAZ's core values and mission.

Any candidate offered a job with MOJAZ Foundation will be expected to sign the Programme Participant Protection Policy of CONCERN and the MOJAZ Staff Code of Conduct as an appendix to their contract employment.

Any breach of MOJAZ Staff Code of Conduct or the Programme Participant Protection Policy by employees of MOJAZ Foundation during the course of their employment will result in disciplinary action up to, and including dismissal.

Name (Employee)	Signature	Date
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Name (line Manager)	Signature	Date
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