

Title: Admin & Procurement Officer
Location of Work Station: Sukkur, Larkana, Sanghar, Dadu
Type of Job: Contractual
Reporting to: Assistant Manager Field Administration & PR

POSITION SUMMARY:

The incumbent shall be responsible for the overall Procurement & Admin functions as per the project work plans and proposals. Coordinating with the Head Office, maintenance of important information in a Desktop PC and/or laptop using Microsoft Windows and update records with relevant admin & procurement information. The incumbent will be responsible for, **but not limited to**, performing the following duties:

DUTIES AND RESPONSIBILITIES:

- Leading, guiding, and /or coordination with others (staff members); and operating within a pre-defined time and budget and utilization of resources to make the environment easier from top to down.
- Must work closely with all head office staff to coordinate strongly giving the organization an accurate and timely completion of all targets.
- To ensure office premises are neat & clean.
- To ensure that all stationery is available for the staff members and check it on a daily basis with the following maintenance of the stock register.
- To ensure vehicles are ready to move in field areas.
- Issue and manage the fuel cards to the drivers on time.
- Keep all fuel slips in your own record.
- To ensure all CCTV cameras and Time Attendance machines are functional as well as the generator is ready to use and also these all should be monitored on a daily basis and report to head office on weekly basis.
- During emergencies the immediate reporting is your prime responsibility so that all information is sent to the head office.
- To make all requisitions on time relating to fuel, office rent, utility bills, stationery, IT equipment's, and Purchasing of filed related activities.
- To ensure all computers and UPS, printers, and Photocopier machines are ready and functional.
- To maintain the fleet related reports of consumption and fuel drawn
- To maintain the repair & maintenance report of Vehicle and Generators
- To ensure the scanning of the logbooks of vehicles and generators
- Maintain the utility consumption report
- Ensure proper documentation and record of procurement
- Verify fixed asset items on monthly basis of the designated office
- Maintain the inventory records of office supplies
- To closely monitor billing and financial systems as well.
- Ensure the internet is working in all computers of the respective officers.
- Ensure all data is safe and make the backup of all data of the organization.
- Support knowledge management process.
- Undertake any other activity that contributes to the smooth running of the programme.
- Have the ability to resolve all the problems of computer accessories.
- To ensure all leave applications are sent to HR on time with proper fillings.
- To ensure all administrative tasks are met on time like as arranging of field activities, issuing purchase /work orders, work completion certificates/ and invoices for payments.

- All payments should be sent to the head office with proper documentation/supportings.
- Ensure the record keeping of all documents
- Good knowledge of computers, laptops, network wires, Windows, MS Office.
- Perform any other official task assigned by the section head and Admin & Procurement Manager/HR Manager.

EEO Statement:

Integrated into our shared values is CWP's commitment to diversity and equal employment opportunity. All qualified applicants will receive consideration for employment regardless of sex, age, race, color, creed, religion, disability, sexual orientation, gender identity, or any other characteristics or conduct protected by law. CWP is committed to being an inclusive organization where all people are treated fairly, recognized for their individuality, promoted based on performance and encourage to strive to reach their full potential. We believe in understanding and respecting differences among all people. Every individual at CWP has an ongoing responsibility to respect and support a diverse environment.

Protection Against Sexual Exploitation and Abuse:

The Committee for the Welfare of Prisoners (CWP) is committed to the prevention and protection from all forms of sexual exploitation and abuse (SEA). CWP explicitly prohibits its staff, associates, partners, consultants, or any other representatives associated with the delivery of its work from:

- Engaging in any form of sexual exploitation or abuse;
- Sexual activity with children (persons below the age of (18) irrespective of a mistaken belief of the age of the child which shall not amount to a defense);
- Exchange of money, employment, goods or services for sex, including sexual favors or other forms of humiliating, degrading or exploitative behavior, is prohibited. This includes any exchange of assistance that is due to beneficiaries of assistance;
- Sexual relationships between CWP staff and beneficiaries of assistance, since they are based on inherently unequal power dynamics, undermine the credibility and integrity of the work of CWP and are strongly discouraged.

Qualification & Experience:

- Minimum Bachelor's degree in any discipline.
- 02 to 03 years of proven experience working in an office environment.
- Proficiency in all Microsoft Office applications.
- Command over written and spoken english.
- Creative, energetic, ability to work independently with minimal supervision.
- Ability to work well in a team.
- Demonstrated flexibility, motivation, and maturity
- Willingness to work and live in harsh conditions.

APPLICATION PROCESS

- Interested candidates may send their updated CV at hr@cw.org.pk latest by **21st November, 2025**
- Post applied along with the city must mentioned in the subject line. Late and incomplete applications will not be entertained.
- For more information, please visit our website www.cw.org.pk, or email us at hr@cw.org.pk
- Only short-listed candidates will be called for interview
- No TA/DA shall be admissible for appearing in the test/interview

- The organization reserves the right to withdraw/cancel/delay the vacancies or reject any application at any stage without assigning any reasons.
- Women and minorities are highly encouraged to apply. This office has zero-tolerance policy for gender discrimination and strong anti-sexual harassment policy at the workplace
- Only Shortlisted candidates will be called for test & interview.