

HIGHER EDUCATION COMMISSION PAKISTAN
Terms of Reference (ToRs)
Higher Education Development Program (HEDP)

Job Title:	Office Assistant
Category:	Project Coordination Unit-(PCU)-HEDP
Duty Station:	Islamabad
Type of Contract:	Fixed Term
Expected Start Date:	July 2022
Duration of Contract:	Till the completion of the project, based on assessment of performance
No. of Position(s):	02

1. BACKGROUND:

The Higher Education Development Project (HEDP) supports the implementation of a subset of activities from the Higher Education Commission's Vision 2025, within the broader development framework for Pakistan as envisaged in Government's Vision 2025. The project aims to support research excellence and innovation in strategic sectors of the economy, improved teaching, and learning, and strengthening governance in the higher education sector. This assignment is related to the sub-components which are categorized as Promoting Relevant and Innovative Research, Engaging Entrepreneurship and Self-Employment. All the three subcomponents will collectively support the country's socioeconomic progress, targeted by providing competitive research, innovation, and commercialization grants to researchers / potential entrepreneurs from among faculty members, current students, or fresh graduates of the higher education sector.

B. Objectives

The Office Assistant shall provide secretarial assistance to the project team of specialists for overall office management and routine coordination with relevant departments. S/he will work under the direct supervision of project team.

C. Job responsibilities

The Office Assistant will be responsible to:

- Support PCU in day-to-day activities of the project.

- Ensure smooth running of PCU office in terms of supporting IT, Office management and attendance.
- Liaison with R& D, IT, Administration, HR, Transport and other units of HEC on related tasks
- Assist in project related marketing and communications events.
- Maintenance of office inventory logs of office equipment.
- Provide the necessary IT support (Hardware & Software) by contacting vendors and ensuring warranties, guarantees are well served.
- Drafting and noting of e-office files.
- Organizing project meetings, taking meeting minutes, etc.
- Any other task assigned by the PCU/ reporting officer(s).

D. Qualification & Experience

16 years of bachelor's degree (at least 2nd Division) in business Administration, Computer Science/IT, Social Sciences or equivalent from an HEC recognized institution. Experience in handling executive office in drafting and noting of office correspondence is preferred. The candidates should be basic report writing, office documentation and recording keeping.

E. Salary

Market based.

F. Skills

Proficiency in the use of MS Office, Office administration, filing and noting and operations

G. Reporting Channel

Reporting to PCU, Project Coordinator

H. Place of Duty

HEDP project office, H-9, Islamabad.

I. Terms of appointment

Till the completion of the project, based on assessment of performance.
