



## Senior Admin Assistant

**Deloitte Yousuf Adil, Chartered Accountants**  
Member of Deloitte Touche Tohmatsu Limited

**Experience:** Minimum 3 years

**Job Location:** Karachi

**Country:** Pakistan

**Positions:** 1

**Job Type:** Full Time Contractual – USAID SCDP

**Salary:** Market Compatible

### Project Description:

Deloitte Yousuf Adil, Chartered Accountants (Deloitte Pakistan) is contractor for USAID on Sindh Capacity Development Project (SCDP), a USAID three-year project that will support the sustainability of the Sindh Basic Education Program (SBEP). This will be done by ensuring stronger governance and improved public accountability in the education sector through systems building and institutional strengthening of Program Management and Implementation Unit (PMIU) and Education and Literacy Department (E&LD) of the Government of Sindh.

SCDP aims to:

- Improve efficiency and effectiveness of the Program Management and Implementation Unit (PMIU) to manage and implement SBEP in an effective and transparent manner;
- Strengthen the effectiveness and impact of SBEP through the implementation of the monitoring and evaluation (M&E) plan and further disseminate knowledge to guide the education sector's M&E programs and practices in Sindh;
- Facilitate the systematic generation of knowledge on education challenges and innovative interventions and strategies to inform decision-makers for the improvement of education policies and programs in general and SBEP in particular;
- Strengthen capacities, systems and policies of the Education and Literacy Department (E&LD) to improve the education services in conjunction with the education reforms in Sindh

### About Deloitte Yousuf Adil, Chartered Accountants:

Deloitte Yousuf Adil, Chartered Accountants is a member of Deloitte Touche Tohmatsu Limited (DTTL), one of the largest professional services organizations in the world, with a workforce of 200,000 people in more than 150 countries. It is one of the Pakistan's leading professional services firm, provides audit, tax, enterprise risk services, financial advisory and consulting to a wide range of local and multinational clients.

The firm was established in 1972 and it has become one of the leading professional services firms in Pakistan. The firm is providing services to over 500 clients including both multinational and local companies. The firm has significant presence across manufacturing, services, commercial, financial and public sector entities in the country. The firm has a workforce of more than 600 people in 4 offices across the country. Our staff includes more than 100 qualified accountants, MBAs, IT experts and other technically qualified persons.

Deloitte Yousuf Adil, Chartered Accountants brings together clients, offers innovative solutions, and endeavors to exceed client expectations. The firm adopts a customized, responsive and personal approach towards client service and offers a complete range of services across various industries.



## **Position Objective:**

The Senior Admin Assistant will be responsible to assist Team Leader administration, Logistics and Security. He/she shall also assist in all other admin tasks related to procurement, petty cash, ARF, ASF, out-station events arrangements, staff attendance and all other administrative work.

## **Duties and Responsibilities:**

- Inventory Management of groceries etc.
- Inventory management of assets
- Housekeeping
- Arrangements for meetings in meeting room
- Arrangements for events at other venues in Karachi
- Maintenance of vehicles and related issues
- Maintenance of generator and relate issues
- Market survey and purchases
- Packing and dispatching of items to other stations

## **Qualifications and Experience:**

- Minimum 3 years of proven experience in public or private sector as administrative supporting executive.
- Minimum Bachelor's Degree.
- Excellent computer skills in MS Office and ability to learn and master a variety of internal custom business applications.
- Strong communication skills, both interpersonal and written.
- Strong English writing and speaking skills. Professional level Urdu preferred.

## **Application Instructions:**

Please email a CV, letter of interest, and details of three professional references with names and contact information to **pkhumancapital@deloitte.com** no later than **July 20, 2017**. Please write "**SCDP – Senior Admin Assistant**" in the subject line. All interviews will be held in Karachi.

Deloitte Yousuf Adil, Chartered Accountants is an equal opportunity employer.