Admin & Supply Chain Officer

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| * **Job Location**: Khanewal, Multan | * **Positions**: 2 |
| * **Experience**: Minimum 3 years | * **Last Date to Apply**: 21 January 2025 |

**Background**

A consortium of two national NGOs has partnered with Government of the Punjab to implement a two- and half-year health project in Multan and Khanewal districts. The projects aim at improving the accessibility of the BISP beneficiaries married women (15-49 years) with family planning services. The goal is to reach eligible married women of reproductive age (MWRA) in BISP households and educate them about the benefits of healthy timing and spacing of pregnancies.

**Job Purpose**

The Admin & Supply Chain Officer will oversee the procurement, supply, and inventory management of family planning (FP) products at the district level. This role ensures seamless project office operations, adherence to compliance standards, and effective coordination with the Finance Officer for beneficiary payments under the BISP initiative. The officer will maintain accurate records, facilitate audits, monitor inventory, and support smooth administrative and supply chain functions.

**Key Responsibilities**

* Manage and maintain comprehensive records for the procurement and supply of FP-related products.
* Oversee the timely delivery of products to FP service providers.
* Develop and manage local district-level vendor contracts and maintain vendor relations.
* Ensure the efficient procurement of goods and services at the district level while maintaining office utilities.
* Monitor inventory levels and place timely orders to prevent shortages.
* Facilitate internal audits and ensure accurate inventory records for FP service providers.
* Collaborate with the Finance Officer to maintain records of BISP beneficiaries.
* Support the Finance team in processing electronic payments to beneficiaries via the mobile application system.
* Prepare detailed reports on procurement and inventory activities, highlighting any issues or gaps.
* Maintain documentation for procurement, deliveries, payments, and other operational processes.
* Coordinate with FP service providers, suppliers, and internal teams to address procurement and supply chain issues.
* Ensure compliance with organizational policies and regulatory standards.

**Qualifications**

* **Education**: Bachelor’s degree in Business Administration, Supply Chain Management, or a related field.
* **Experience**: At least 3 years of experience in administration, procurement, or supply chain management.

**Skills Required**

* Strong organizational and multitasking abilities.
* Excellent communication and interpersonal skills.
* Proficiency in Microsoft Office Suite (Excel, Word, PowerPoint).
* Familiarity with inventory management software and systems.
* Experience in working with BISP or other government welfare programs (preferred).
* Attention to detail and ability to maintain accurate records.

**Note:** Organization has a zero-tolerance policy with regard to Sexual Exploitation and Abuse by Organization’s personnel against the people they serve. All forms of sexual exploitation and abuse are incompatible with the universally accepted norms, values, principles and standards that underpin in Organization. Protection from Sexual Exploitation and Abuse (PSEA) is the responsibility of everyone and all selected candidates will be required to comply with the Organization PSEA Policy at all times. Selected candidates will therefore undergo rigorous reference and background checks against their past behavior related to sexual exploitation and abuse, and may be required to provide additional information further on in the selection process.