

Sanjh Preet Organization

Terms of Reference (ToRs)

Position Title: **Admin, Finance, Logistics, and HR Officer**

Program: Public School Reorganization Program (PSRP) – Punjab Education Foundation (PEF)

Location: Lahore.

Reporting to: Education Program Manager

Working with: Program Team, Field Staff, Finance Department, Vendors, HR Department

Position Overview:

The Admin, Finance, Logistics, and HR Officer will play a key supporting role in ensuring the smooth administrative, financial, logistical, and human resource management of the PSRP program. The incumbent will be responsible for maintaining efficient office systems, ensuring compliance with financial procedures, facilitating field logistics, and supporting HR functions including recruitment, staff documentation, and personnel management.

Key Responsibilities:

1. Finance Management

- Maintain accurate and up-to-date financial records for all PSRP-related expenses.
- Prepare monthly expense reports, financial statements, and petty cash reconciliations.
- Ensure compliance with donor financial guidelines and organizational policies.
- Assist in budget preparation, forecasting, and variance analysis.
- Support internal and external audits by preparing required documentation.

2. Administration and Office Management

- Manage day-to-day administrative functions including filing, document control, correspondence, and supplies.
- Maintain records of program assets and office inventory.
- Ensure that office equipment is functional and service contracts are in place.
- Manage office security, utilities, and cleanliness for a productive work environment.

3. Logistics and Procurement

- Organize logistics for field staff travel, trainings, meetings, and events.
- Manage procurement processes in accordance with Sanjh Preet's procurement policies, including solicitation of quotations, preparation of purchase orders, and vendor management.

- Coordinate with vendors to ensure timely delivery of goods and services to field locations.
- Maintain procurement and inventory registers.

4. Human Resources Support

- Maintain updated staff files including contracts, attendance, leave records, and performance evaluations.
- Facilitate recruitment processes: post job ads, coordinate interviews, and prepare appointment letters.
- Support induction and onboarding of new staff.
- Ensure HR policies are communicated and followed at the program level.
- Track staff attendance and submit monthly reports to the HR department.

5. Compliance and Coordination

- Ensure that all administrative, financial, HR, and logistics practices are compliant with PEF, donor, and organizational policies.
- Liaise closely with the central Finance, HR, and Admin departments of Sanjh Preet for technical support and reporting.
- Maintain confidentiality of sensitive data and uphold data protection standards.

Qualifications and Experience:

- Bachelor's or Master's degree in Finance, Business Administration, HR, Public Administration, or a related field.
- Minimum 3–5 years of relevant work experience in administration, finance, logistics, and HR within NGOs or development programs.
- Experience with donor-funded projects and reporting requirements is preferred.
- Familiarity with accounting software (QuickBooks, Peachtree, etc.) is an asset.

Key Competencies:

- Strong organizational and multitasking abilities.
- Proficiency in MS Office (Word, Excel, PowerPoint), email, and internet applications.
- Excellent attention to detail, accuracy, and time management.
- Strong interpersonal and communication skills.
- Integrity, confidentiality, and professional ethics.
- Ability to work independently and in a team-based environment.
- Willingness to travel to field sites as needed.