

ADMIN OFFICER

TERMS OF REFERENCE (TORs)

Project Background:

The Punjab Clean Air Program (PCAP) is a strategic, multi-sectoral initiative launched by the Government of Punjab with the support of the World Bank. Its core objective is to address the growing air pollution crisis across the province through integrated policy actions, technological interventions, institutional strengthening, and behavioral change campaigns. The Program targets both urban and rural sources of air pollution, including transport emissions, industrial discharges, agriculture practices (such as crop residue burning), waste management inefficiencies, and construction activities. The program emphasizes collaboration across key departments, including Environment Protection, Agriculture, Transport and Planning & Development Board.

Objective:

The Admin Officer will provide administrative, logistical, and operational support to ensure the smooth functioning of the Punjab Clean Air Program (PCAP). The position will be responsible for office management, record keeping, travel and logistics arrangements, asset management, and support to procurement and human resource functions. The Admin Officer will play a key role in ensuring efficient day-to-day operations and compliance with organizational and donor policies, thereby facilitating effective program implementation.

Key Responsibilities:

- Oversee daily administrative operations, manage office supplies, equipment, and inventory, and maintain a clean, organized, and functional office environment.
- Schedule and organize meetings, workshops, and events; prepare agendas, take minutes, and handle logistics.
- Maintain official records, ensure proper filing, and assist in preparing reports and presentations. Serve as the point of contact for internal and external communications.
- Arrange travel, accommodation, and transportation for staff and consultants, ensuring compliance with travel policies.
- Assist in recruitment processes, maintain employee records, and support onboarding and orientation of new staff.
- Prepare procurement requests, track expenses, and ensure compliance with financial and procurement policies.
- Ensure adherence to organizational policies, prepare administrative reports, and monitor administrative activities and expenditures.
- Coordinate with finance teams for timely processing of payments and financial

documentation.

- Organize workshops, conferences, and field visits.
- Manage travel and accommodation arrangements for staff and stakeholders.
- Develop and maintain an asset management system to ensure proper tracking and accountability of program assets.
- Any other task assigned by the competent authority.

Qualifications & Experience:

- 16 years (Master) of education from HEC recognized university.
- Additional certifications in office management or administration will be an advantage.
- Minimum 5 years of experience in administrative or office management roles, preferably in government or donor-funded projects.
- Experience in handling logistics, procurement, and human resources tasks.
- Strong organizational and multitasking skills.
- Excellent communication and interpersonal skills.
- Proficiency in MS Office (Word, Excel, PowerPoint) and office management software.
- Ability to work independently and as part of a team.
- Attention to detail and problem-solving skills.
- Knowledge of government administrative procedures and regulations will be an advantage.

Reporting

The Admin officer shall report to the Financial Management Specialist. He/she will work in close coordination with the Program Manager, Procurement Specialist, Manager Accounts at PCAP-CMU and other members of the PCAP team.

Duration of contract:

The Admin Officer will work full-time in this role. Initial duration of contract shall be one (01) year, extendable subject to satisfactory.

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