



PALLI KARMA-SAHAYAK FOUNDATION (PKSF)

www.pksf.org.bd

Terms of Reference (ToR) of Officer (Admin and Logistics)

under the “Skills for Industry Competitiveness and Innovation Program (SICIP)” Project

Basic Information:

Name of the Position	: Officer (Admin and Logistics)
Number of the Position	: 01 (One)
Highest Degree	: Master's or equivalent degree
Experiences	: Minimum 03 years
Age	: Maximum 42 years
Assignment Duration	: 01 (one) year (Annually renewable based on performance)
Duty Station	: Dhaka.

1.0 Background:

Palli Karma-Sahayak Foundation (PKSF), an apex development organization established by the Government of the People's Republic of Bangladesh in 1990 has been implementing various development programs/projects for sustainable poverty reduction through its Partner Organizations (POs) all over the country.

PKSF has started implementing a 04 years project titled ‘**Skills for Industry Competitiveness and Innovation Program (SICIP)**’ jointly financed by the Government of Bangladesh (GoB) and the Asian Development Bank (ADB). The objectives of the project are to (i) deliver industry-relevant basic and mid-level skills training for priority and emerging industries and (ii) promote inclusive skilling and upskilling opportunities for women and socially disadvantaged groups through targeted training programs. This project will be implemented across the country through Partner Organizations (POs) of PKSF. For detailed information, please visit PKSF's website <https://www.pksf.org.bd>

2.0 Project Period:

The project period is 04 (four) years.

3.0 Duration:

The employee will be recruited initially for 01 (one) year with an opportunity for performance-based annual renewal during the project period.

4.0 Duty Station:

The employee will be stationed at Dhaka. S/he will have to travel anywhere in Bangladesh including the most remote areas as per instruction of the PKSF.

5.0 Major Responsibilities:

The duty of the Officer (Admin & Logistics) is to oversee and manage administrative and logistical operations to ensure smooth functioning of SICIP program. The followings are the major duties and responsibilities of the designated post:

PKSF Bhaban, E-4/B, Agargaon Administrative Area, Sher-e-Bangla Nagar, Dhaka-1207, Bangladesh

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- Manage day-to-day administrative tasks and ensure efficient office operations;
- Oversee the office logistics for various project related activities;
- Manage the inventory of office supplies and equipment;
- Plan and arrange requirements for monthly meetings and other events, including vehicle, food and other logistics support;
- Prepare and maintain reports, records, and documentation related to administrative activities;
- Assist Chief Coordinator to execute all kinds of procurement under SICIP;
- Maintain the details vehicles records of the PIU;
- Coordinate with all staff to comply the official logistics related requirements to support the program smoothly;
- Prepare regular cleaning schedule and work roosters for the office attendant and cleaner;
- Carry out any other tasks assigned by the Chief Coordinator/management of PKSF.

6.0 Academic Qualifications and Experience:

- Master's degree in any discipline with at least 3 years of experience in relevant field.
- Candidates must possess a minimum of one first class or equivalent grade in their academic career.
- No third class or equivalent grade will be accepted at any level of education.
- Working experience in skills development project implemented by the Government will be an added advantage.



Md. Ziauddin Iqbal
 Senior General Manager (Program),
 Palli Karma-Sahayak Foundation (PKSF)