

Deputy Manager Administration

KDSP – Karachi



Responsibilities:

- Oversee and manage all procurements for all KDSP chapters, including office supplies, IT equipment, office furniture, and other essentials. Negotiate with suppliers and vendors to ensure cost-effective and timely delivery.
- Maintain and build strong relationships with key stakeholders, including suppliers, utility service providers, and external collaborators, to ensure smooth operations and efficient service delivery.
- Supervise the maintenance of office premises, including overseeing housekeeping services, managing office infrastructure (CCTV, office keys, internet, etc.), and ensuring well-maintained, safe, and productive work environments.
- Managing petty cash, oversee asset inventories, and coordinate routine accounting tasks. Liaise effectively with the finance team and head office to maintain accurate records.
- Supervise and ensure the accuracy of various databases, including those for the family network, donors, sponsors, team KDSP, strategic collaborators, and volunteers, ensuring timely updates and compliance.
- Ensure the timely repair and maintenance of all office fixtures, fittings, equipment, and infrastructure. Coordinate with relevant service providers to resolve issues efficiently.
- Provide support in organizing and managing both internal and external events hosted by KDSP, ensuring logistical arrangements are in place, and the events are executed smoothly.
- Oversee communication efforts, including making calls to parents or other stakeholders for events, programs, and updates as needed.
- Supervise and guide the admin team in day-to-day tasks. Ensure efficient workflow, delegate tasks, and ensure that the team meets organizational goals and deadlines.
- Ensure compliance with company policies, procedures, and regulatory requirements. Prepare and present periodic reports to management regarding administrative functions and improvements.
- Any other tasks as assigned by the Management, providing leadership and support to enhance administrative processes across the organization.

Requirements:

- Minimum Bachelor's degree from an HEC recognized institution.
- 2-4 years of relevant work experience.
- Excellent administrative and leadership skills.
- Strong written and verbal communication skills.
- Strong time management skills.
- Must have a "Can do" approach.
- Must have strong negotiating skills.

To apply, please email your CV at **jobs@kdsp.org.pk**

Please mention the position title in the subject line.



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