

## TERMS OF REFERENCE

### EXECUTIVE SUPPORT OFFICER

The executive support officer will perform a variety of duties to ensure smooth coordination under the direct supervision of Chief Executive Officer – CGN Pakistan.

#### **Primary Duties and Responsibilities:**

#### **Specific Tasks:**

- Executive support officer will provide assistance to program team in coordinating daily tasks, along with regular update in documentation.
- Periodically preparation and updating of the newsletter for CGN including all relevant projects.
- Coordinate with CGN relevant sections for day to day matters as per CEO instructions.
- The executive support officer will be required to maintain Parliamentarian, Government Officials & SDG Secretariat coordination on regular basis.
- Regularly maintains social media portfolio for assigned portfolios and facilitate in preparing post and creative hashtags.
- Coordinate and record minutes of all meetings as per CEO instructions.
- Ensure day to day operations are smoothly managed for all project activities in head office Islamabad.
- Actively research and prepare advocacy material for CEO to present and discuss at National Assembly level and other forums.
- Collect initial data on topics assigned by CEO to prepare quick briefs.
- Actively coordinate and maintain the daily schedule for CEO for meetings, seminars and conferences.
- Prepare and regularly maintain database of all stakeholders for advocacy.
- He/She will be required to prepare and update the daily schedule by active coordination and efficient stakeholder management
- Coordinate and facilitate with the project team and ensure all required documentation is being maintained at head office.
- Ensure appropriate hospitality for visitors; and perform other administrative duties as asked by the supervisor.
- Ensure the requisitions are being maintained for use of office vehicle at head office level.
- Assist in planning and coordinate for official visits/trips and prepare travel authorizations and travel vouchers and maintain travel tracking.

- To ensure the work meets quality standards in providing service to the project team.

### **General Required Skills**

- Dynamic, Energetic personality.
- Passion to work and make a better Pakistan.
- Holds self-accountable for making decisions and managing resources efficiently.
- Builds and maintains effective relationships all relevant stakeholders.
- Willingness to travel and able to handle pressure assignment within limited time.
- Honest, Encourages openness and transparency
- Ability to analyze data and prepare reports
- Excellent coordination skills.
- Excellent interpersonal, communication, facilitation and report writing skills.
- Good computer/technology skills, proficient in using MS Word and Excel.
- Fluent in English and Urdu.
- Master degree with 2 -3 years of relevant experience is a must.