



**GILGIT- BALTISTAN RURAL SUPPORT PROGRAMME
(GBRSP)**



JOB OPPORTUNITIES.

Gilgit-Baltistan Rural Support Programme (GBRSP) invites applications to fill the following positions. For detailed TOR please visit CTSP website. www.ctsp.com.pk.

S.#	NAME OF POST	NO. OF POSTS	AGE LIMIT
1.	Internal Auditor	01	38 Years
2.	Value Chain Officer	01	38 Years
3.	Gender & Development Officer.	01	38 Years
4.	Admin & Procurement Officer.	01	38 Years
5.	Monitoring, Evaluation, Research & Learning (MERL) Officer	01	38 Years
6.	Social Organizer	02	38 Years
7.	Junior Social Organizer	04	38 Years
8.	Secretary to CEO & GM	02	38 Years
9.	Accounts Assistant	2	38 Years
10.	Field Mobilizers	5	38 Years
11.	Business Mobilizer	1	38 Years
12.	Receptionist	2	38 Years
13.	Office Boy/Peon	3	38 Years
14.	Driver	8	38 Years

Interested candidates may download the application form along with prescribed test fee deposit slip from CTSP website. www.ctsp.com.pk. Please send CV along with attested documents (Educational & Experiences) and complete Application form (along with 3 recent color photographs and a copy of your CNIC) to CTSP Head office Street # 09, Plot # 140, Industrial Area, I-10/3, Islamabad. within 15 days of publication of this advertisement. Detail TOR, Qualification and Experience can be obtained from CTSP website www.ctsp.com.pk.



Career Testing Services Pakistan
Street # 09, Plot # 140, Industrial Area,
I-10/3, Islamabad.
UAN# 051-111-004455



GILGIT- BALISTAN RURAL SUPPORT PROGRAMME (GBRSP)
Job Description for Internal Auditor

Position Details	
Position Title	Internal Auditor
No of Positions	01
Duty Station	Gilgit Head Office (1)
Reporting To	Chief Executive Officer/Audit Committee (Technical) General Manager (Administrative)
Remuneration	As per Budget
Nature of Employment	Regular
Gender	Male/Female
Purpose, Roles & Responsibilities	
<p>Purpose: To carry out internal audit assignment of the institution within the scope and framework as developed and approved by Audit Committee.</p> <p>Roles & Responsibilities:</p> <ul style="list-style-type: none">• To conduct the internal audit of Sub Recipients according to Organizational guidelines.• To prepare reports for internal audits and follow up visits.• To highlight the weakness in the internal control framework of organization.• To develop Internal Audit Reports for the Audit Committee of BoD.• To carry out internal audit assignment as according to audit plan approved by Audit Committee for the year.• To liaise with external auditors for internal control assignment carried out by them and other external agencies for making the work of audit complementary.• To carry out snapshot audit, management audit and special audit of GBRSP projects.• To review policies and procedure to ensure that they are in line with control environment as accepted and approved by audit committee.• To determine that whether organizational units are performing their planning, custodial and control activities in accordance with the management policies and procedures.• To coordinate with external audit team & DG Audit office during audit exercise.• Any other task assigned by the supervisor.	
Qualification, Skills & Experience Required	
<ul style="list-style-type: none">• CA Inter with Audit Article-ship completed from a reputed CA Firm.• Minimum 5 years overall work experience in Audit for any Government department & Donor funded programmes/NGO/INGO.• Familiarity with International Auditing Guidelines (IAGs), International Accounting Standards (IAS) & PPRA Rules.• Solid experience with accounting software (quickbooks).• Proficient in English, and Urdu & local languages.• Ability of travel frequently (if required).	



GILGIT- BALISTAN RURAL SUPPORT PROGRAMME (GBRSP)
Job Description for Value Chain Officer

Position Details	
Position Title	Value Chain Officer
No of Positions	01
Duty Station	Gilgit Head Office
Reporting To	Programme Manager Enterprise, Social & Gender Development
Remuneration	As per Budget
Nature of Employment	Regular
Gender	Male/Female
Purpose, Roles & Responsibilities	
<p>Purpose: This position has the responsibility to assist the PM ES&GD in overall management and output of the ES&GD Department/Unit through maintaining quality standards, reliability, validity, precision, timeliness and integrity while performing assigned duties.</p> <p>Roles & Responsibilities:</p> <ul style="list-style-type: none">• Involve in the implementation of activities and ensuring effective annual planning and its timely implementation.• Ensuring programme implementation as per the guidelines and policies of GBRSP.• Formation of community enterprise groups in selected value chains.• Ensure communication with business groups and other stakeholders.• Ensure timely delivery of required tools, equipment and infrastructure.• Identifying the potential products which may have high income for the community/entrepreneurs.• Development of business plans for the community enterprise groups as well as other enterprises.• Arrange/facilitate training for business groups and create market linkages.• Assistance in effective communication and coordination across the organizational structure and programme.• Ensure reporting and documentation of interventions.• Any other task assigned by the supervisor.	
Qualification, Skills & Experience Required	
<ul style="list-style-type: none">• Master's Degree in Business Administration/Economics.• Minimum 5 years relevant work experience in development sector especially in enterprise/value chain development.• Demonstrated effective organizing and planning skills.• Computer literacy in basic software and Microsoft applications.• Excellent advocacy, communication and interpersonal skills.• Ability to work in a high-pressure environment.• Ability to Multi- task and work under pressure.• Ability to work independently and also as an effective team member.• Professionalism in appearance and behavior, and willingness to enhance knowledge through training and personal initiative.• Strong organizational skills with problem-solving attitude.• Ability to travel frequently.• Proficient in English and Urdu & local languages (added advantage).	



GILGIT- BALISTAN RURAL SUPPORT PROGRAMME (GBRSP)
Job Description for Gender Development Officer

Position Details	
Position Title	Gender Development Officer
No of Positions	01
Duty Station	Gilgit Head Office
Reporting To	Programme Manager Enterprise, Social & Gender Development
Remuneration	As per budget
Nature of Employment	Regular
Gender	Male/Female
Purpose, Roles & Responsibilities	
<p>Purpose: This position has the responsibility to assist the PM ES&GD in overall management and output of the ES&GD Department/Unit through maintaining quality standards, reliability, validity, precision, timeliness and integrity while performing assigned duties.</p> <p>Roles & Responsibilities:</p> <ul style="list-style-type: none">• Support the management, monitoring and delivery of results contributing to gender equality.• Support to program/project development and planning.• Support the development, implementation, and monitoring of high-quality gender programming across sectors.• Strengthening of the quality of research and evidence building on gender related programming.• Strengthening of data systems and data collection, as well as accountability mechanisms to monitor and evaluate progress on gender results.• Participate in cross-sectoral collaboration and coordination on key programmatic results on gender.• Assistance in effective communication and coordination across the organizational structure and programme.• Facilitate the Gender Development related trainings, seminars and workshops.• Ensure reporting and documentation of interventions of the gender development section• Any other task assigned by the supervisor.	
Qualification, Skills & Experience Required	
<ul style="list-style-type: none">• Master's Degree in Gender Studies/ Management Sciences.• Minimum 5 years of relevant work experience.• Demonstrated effective organizing and planning skills.• Computer literacy in software and Microsoft applications.• Excellent advocacy, communication and interpersonal skills.• Ability to work in a high-pressure environment and ability to Multi- task and work under pressure• Ability to work independently and also as an effective team member.• Strong organizational skills with problem-solving attitude.• Ability to travel frequently.• Proficient in English and Urdu & local languages (added advantage).	



GILGIT- BALISTAN RURAL SUPPORT PROGRAMME (GBRSP)
Job Description for Administration & Procurement Officer

Position Details

Position Title	Administration & Procurement Officer
No of Positions	01
Duty Station	Head Office Gilgit
Reporting To	Programme Manager MERL & Administration
Remuneration	As per budget
Nature of Employment	Regular
Gender	Male/Female

Purpose, Roles & Responsibilities

Purpose: This position has the responsibility for the administration, and procurement of goods and services following the policies & procedures. Duties include planning, scheduling, initiating, monitoring and quality assurance/evaluating all administration and procurement activities as well as ensuring positive supplier relations.

Roles & Responsibilities:

- Oversee all programme administration & procurement of the area of responsibility for the office(s) under supervision of PM Administration.
- Maintain and update administrative and procurement related database and generate reports and presentations when required.
- Organize filing system for important and confidential documents.
- Answer queries by employees and clients.
- Maintain office calendar and schedule appointments.
- Book meeting as, when and where required, distribute and store official correspondences (e.g. letters, emails & packages).
- Maintenance of office, fixed assets, equipment, furniture and asset data management including history records.
- Hotel booking and travel arrangement for staff/guests etc.
- Smooth Functioning of transport management system.
- Ensure adequate logistics preparedness through contingency planning and continuous logistics preparedness reviews.
- Maintenance of vehicle log and movement books/record keeping and monthly running cost/consumption analysis respectively.
- Ensure all expected merchandise is received, in accordance with Purchase Order, specifications, and in good condition. Ensure appropriate invoices are received and prepare the paperwork for the payments.
- Request bids, prepare Bid Analyses, conduct appraisals and select suppliers in consultation with the PM Administration & other committee members.
- Maintain and update supplier information such as qualifications, delivery times, product ranges etc.
- Responsible for preparing all contracts in support of procurement area.
- To maintain all files for contracts, and purchase orders according to policy.
- Any other task assigned by the supervisor.

Qualification, Skills & Experience Required

- Master's Degree in Business/Commerce/Public Administration.
- Minimum 5 years overall work experience in administration with at least 3 years of experience in procurements for Government & Donor funded programmes/NGO/INGO.
- Must possess solid knowledge of office procedures, Public Procurement Rules & Regulations/World Bank/UN and other donor procurement guidelines.
- Proven experience as an Administration & Procurement Officer.
- Excellent advocacy & communication skills as well as effective presentation skills.
- Strong organizational skills with problem-solving attitude.
- Solid experience with office management software like MS Office.
- Candidate having certification of Procurement, & Supply Chain Management will be given preference.
- Able to travel when required.
- Proficient in English, and Urdu & local languages.



GILGIT- BALISTAN RURAL SUPPORT PROGRAMME (GBRSP)
Job Description for Monitoring, Evaluation, Research & Learning (MERL) Officer

Position Details	
Position Title	Monitoring, Evaluation, Research & Learning (MERL) Officer
No of Positions	01
Duty Station	Head Office Gilgit
Reporting To	Programme Manager MERL & Administration
Remuneration	As per budget
Nature of Employment	Regular
Gender	Male/Female
Purpose, Roles & Responsibilities	
<p>Purpose: This position has the responsibility to assist the PM MERL in overall management and output of the MERL Department/Unit through maintaining quality standards, reliability, validity, precision, timeliness and integrity while performing assigned duties.</p> <p>Roles & Responsibilities:</p> <ul style="list-style-type: none"> • Assistance in development and/or updating of MERL plans, guidelines, tools and systems for use of GBRSP and its partners. • Support in identification of indicators to assess progress and overall impact against strategic plans. • Assistance in development of effective results framework and subsequent indicators at programme and partner level. • Support programme staff and partners to ensure effective systems are in place for process monitoring and impact (including baseline and evaluation requirements). • Assistance in designing baseline, mid-term and final evaluation studies of different projects. • Assistance in organizing periodic ongoing evaluation and progress monitoring events by involving partners. • Preparing MERL department/unit's work plans by identifying support requirements of other units. • In collaboration with different departments/units, periodically monitor the quality of data collected and reports produced, and agree on actions required. • Ensure compilation of data for analyses and reporting requirements. • Participation in regular meetings of the department/unit. • Assistance in effective communication and coordination across the organizational structure and programme. • Production, compilation and distribution of periodic reports as per set schedule. • Assistance in the assessment of MERL related training requirements for capacity building purpose. • Maintenance of database by ensuring maintenance of backup filing. • Provision of statistical information for users within and outside GBRSP. • Must remain updated with developments in MERL, including best practice examples, and ensure ongoing personal development and learning. • Ensure documentation and dissemination of lessons learned and best practice. • Any other task assigned by the supervisor. 	
Qualification, Skills & Experience Required	
<ul style="list-style-type: none"> • Master's Degree in Economics/Business Administration. • Minimum 5 years relevant work experience. • Demonstrated effective organizing and planning skills. • Skills in developing MERL, data collection tools, indicators and plans. • Ability to analyze MERL technical issues, to write clear and concise reports and to make effective presentations. • Research tools and techniques. • Computer literacy in basic database and statistical software and Microsoft applications. • Excellent advocacy, communication and interpersonal skills. • Strong organizational skills with problem-solving attitude. • Ability to travel frequently. • Proficient in English, and Urdu & local languages (added advantage). 	



GILGIT- BALISTAN RURAL SUPPORT PROGRAMME (GBRSP)
Job Description for Junior Social Organizer

Position Details	
Position Title	Junior Social Organizer
No of Positions	04
Duty Station	Gilgit Division (3), Baltistan (1)
Reporting To	Community Development Officer
Remuneration	As per budget
Nature of Employment	Regular
Gender	Male/Female
Purpose, Roles & Responsibilities	
<p>Purpose: This position has the responsibility to keep close liaison with the community and assist the Community Development department/Unit in overall planning, implementation, supervision and monitoring of the plans and actions under the CD through enhancing capacities of the community/stakeholders and establishing and strengthening the existing tiers of Community Mobilization and inclusive multi-input area development focusing on women, poor, youth and disadvantaged segments of the society.</p> <p>Roles & Responsibilities:</p> <ul style="list-style-type: none">• Arrange and attend regular calendar meetings of Indigenous Community/Village/Rural Support Organizations and Women Development/Enterprise Groups at tehsil/district level, and with GBRSP's staff and other stakeholders.• Carry-out campaigns and dialogues for an inclusive development and inclusion of poor, women and youth in the decision-making bodies of ICOs/IVOs/IRSOs/WDGs/CEGs.• Ensure inclusion of leftover households (if any) in a village in the existing and new ICOs/IVOs/IRSOs/WDGs/CEGs.• Update village profile data on periodic basis and its sharing with area/district office.• Assist in formation of ICOs/IVOs/IRSOs/WDGs/CEGs in the uncovered areas by adopting a comprehensive three tier dialogue process of community mobilization.• Assist in organizing IRSO's AGM on yearly basis and ensure that IVOs and WDGs nominate their office bearers as General Body members.• Assist in carrying-out poverty assessments and development of micro-investment plans etc.• Develop and maintain good relations with other civil society organizations and Government line departments.• Assist in developing priority-based annual work plans.• Assist in the community level interventions ensuring meritocracy, transparency and accountability.• Maintain close contact with Lumberdars/notables, IRSOs and other grass root level organizations.• Prepare, maintain and share field visit reports (including good quality photographs) on monthly basis.• Any other task assigned by the supervisor.	
Qualification, Skills & Experience Required	
<ul style="list-style-type: none">• Masters Degree in Social/Natural/Management Sciences.• Minimum 2-years relevant work experience.• Excellent advocacy, facilitation & communication skills as well as effective presentation skills.• Strong organizational skills with problem-solving attitude.• Command over using PRA/PLA etc. tools and techniques.• Social Mobilization and Planning skills.• Solid experience with office management software like MS Office.• Able to travel when required.• Proficient in English, and Urdu & local languages.	



GILGIT- BALISTAN RURAL SUPPORT PROGRAMME (GBRSP)
Job Description for Social Organizer

Position Details	
Position Title	Social Organizer
No of Positions	04
Duty Station	Gilgit Division (3), Baltistan (1)
Reporting To	Community Development Officer
Remuneration	As per budget
Nature of Employment	Regular
Gender	Male/Female
Purpose, Roles & Responsibilities	
<p>Purpose: This position has the responsibility to keep close liaison with the community and assist the Community Development department/Unit in overall planning, implementation, supervision and monitoring of the plans and actions under the CD through enhancing capacities of the community/stakeholders and establishing and strengthening the existing tiers of Community Mobilization and inclusive multi-input area development focusing on women, poor, youth and disadvantaged segments of the society.</p> <p>Roles & Responsibilities:</p> <ul style="list-style-type: none">• Arrange and attend regular calendar meetings of Indigenous Community/Village/Rural Support Organizations and Women Development/Enterprise Groups at tehsil/district level, and with GBRSP's staff and other stakeholders.• Carry-out campaigns and dialogues for an inclusive development and inclusion of poor, women and youth in the decision-making bodies of ICOs/IVOs/IRSOs/WDGs/CEGs.• Ensure inclusion of leftover households (if any) in a village in the existing and new ICOs/IVOs/IRSOs/WDGs/CEGs.• Update village profile data on periodic basis and its sharing with area/district office.• Assist in formation of ICOs/IVOs/IRSOs/WDGs/CEGs in the uncovered areas by adopting a comprehensive three tier dialogue process of community mobilization.• Assist in organizing IRSO's AGM on yearly basis and ensure that IVOs and WDGs nominate their office bearers as General Body members.• Assist in carrying-out poverty assessments and development of micro-investment plans etc.• Develop and maintain good relations with other civil society organizations and Government line departments.• Assist in developing priority-based annual work plans.• Assist in the community level interventions ensuring meritocracy, transparency and accountability.• Maintain close contact with Lumberdars/notables, IRSOs and other grass root level organizations.• Prepare, maintain and share field visit reports (including good quality photographs) on monthly basis.• Any other task assigned by the supervisor.	
Qualification, Skills & Experience Required	
<ul style="list-style-type: none">• Masters' Degree in Social/Natural/Management Sciences.• Minimum 3-years relevant work experience.• Excellent advocacy, facilitation & communication skills as well as effective presentation skills.• Strong organizational skills with problem-solving attitude.• Command over using PRA/PLA etc. tools and techniques.• Social Mobilization and Planning skills.• Solid experience with office management software like MS Office.• Able to travel when required.• Proficient in English, and Urdu & local languages.	



GILGIT- BALISTAN RURAL SUPPORT PROGRAMME (GBRSP)
Job Description for Secretary to Chief Executive Officer

Position Details	
Position Title	Secretary to CEO
No of Positions	01
Duty Station	CEO Office, Gilgit
Reporting To	Chief Executive Officer
Remuneration	As per budget
Nature of Employment	Regular
Gender	Male/Female
Purpose, Roles & Responsibilities	
<p>Purpose: This position has the responsibility for assisting the Chief Executive Officer with daily administrative duties and completing a broad variety of tasks that are assigned that may assist in increasing the efficiency of work.</p> <p>Roles & Responsibilities:</p> <ul style="list-style-type: none">• Maintain Chief Executive's agenda and assist in planning appointments, meetings, conferences etc.• Receive and screen phone calls and redirect them when appropriate.• Serving visitors by greeting, welcoming, and directing them appropriately.• Handle and prioritize all outgoing or incoming correspondence (emails, letters, packages etc.).• Assist in making travel arrangements for Chief Executive through Administration and Procurement Officer.• Ensure confidentiality of documents/correspondence etc.• Maintain electronic and paper records ensuring information is organized and easily accessible.• Prepare presentations as assigned.• Any other task assigned by the CEO.	
Qualification, Skills & Experience Required	
<ul style="list-style-type: none">• Minimum Masters' Degree in Business/Public Administration/Social Sciences.• Minimum 2 years relevant experience.• Must possess qualities like professionalism, listening, and verbal/written communication.• Organizational skills with problem-solving attitude.• Administrative experience as well as sound understanding of financial matters would be an added advantage.• Solid experience with office management software like MS Office.• Proficient in English, and Urdu & local languages.	



GILGIT- BALISTAN RURAL SUPPORT PROGRAMME (GBRSP)
Job Description for Secretary to the General Manager

Position Details	
Position Title	Secretary to GM
No of Positions	01
Duty Station	Head Office, Gilgit
Reporting To	General Manager
Remuneration	As per budget
Nature of Employment	Regular
Gender	Male/Female
Purpose, Roles & Responsibilities	
<p>Purpose: This position has the responsibility for assisting the General Manager with daily administrative duties and completing a broad variety of tasks that are assigned that may assist in increasing the efficiency of work.</p> <p>Roles & Responsibilities:</p> <ul style="list-style-type: none">• Maintain General Manager's agenda and assist in planning appointments, meetings, conferences etc.• Receive and screen phone calls and redirect them when appropriate.• Serving visitors by greeting, welcoming, and directing them appropriately.• Handle and prioritize all outgoing or incoming correspondence (emails, letters, packages etc.).• Assist in making travel arrangements for GM through Administration and Procurement Officer.• Ensure confidentiality of documents/correspondence etc.• Maintain electronic and paper records ensuring information is organized and easily accessible.• Prepare presentations as assigned.• Any other task assigned by the GM.	
Qualification, Skills & Experience Required	
<ul style="list-style-type: none">• Minimum Masters' Degree in Business/Public Administration/Social Sciences.• Minimum 2 years relevant experience.• Able to handle pressure.• Must possess qualities like professionalism, listening, and verbal/written communication.• Organizational skills with problem-solving attitude.• Administrative experience as well as sound understanding of financial matters would be an added advantage.• Solid experience with office management software like MS Office.• Proficient in English, and Urdu & local languages.	



GILGIT- BALISTAN RURAL SUPPORT PROGRAMME (GBRSP)
Job Description for Accounts Assistant

Position Details	
Position Title	Accounts Assistant
No of Positions	02
Duty Station	Gilgit Head Office (1) & Baltistan Office (1)
Reporting To	Finance & Accounts Officer, Head Office
Remuneration	As per budget
Nature of Employment	Regular
Gender	Male/Female
Purpose, Roles & Responsibilities	
<p>Purpose: Assist in day to day finance and accounts activities. Book keeping and reconciliation of bank accounts/general ledger.</p> <p>Roles & Responsibilities:</p> <ul style="list-style-type: none">• Assist finance officer in preparing monthly, quarterly and yearly fund disbursement reports and bank reconciliation statements.• Assist finance & accounts officer in processing payments in compliance with accounts and finance policies and procedures of GBRSP.• Maintain and update assets register.• Prepare payment vouchers, receipt vouchers, adjustment/ journal vouchers and cheques.• Maintain and update ledger accounts, monthly reconciliation of suppliers' accounts.• Ensure the expenses are coded properly and the documentation is complete as per rules of PPRA and GBRSP.• Assist the finance & accounts officer in processing petty cash, official advances, personal advances of staff and adjust them against their approved bills according to GBRSP's policies.• Ensuring that all statutory deductions are paid well in time.• Assist the finance & accounts officer in preparing budget, management and donor reports.• Assists the finance & accounts officer in ensuring that all financial documents and vouchers are filed appropriately and safe.• Documentation and reconciliation of funds received and disbursed.• Preparation and settlement of debit notes.• Maintain strict confidentiality of documents/correspondence etc.• Any other task assigned by the supervisor.	
Qualification, Skills & Experience Required	
<ul style="list-style-type: none">• M. Com/MBA Finance/ B. Com.• Minimum 3 years relevant work experience for B. Com, and 1-year experience for Master's.• Computer literacy in basic software and MS Office & applications.• Excellent communication and interpersonal skills.• Ability to Multi- task and work under pressure.• Professionalism in appearance and behavior, and willingness to enhance knowledge through training and personal initiative.• Ability to travel frequently.• Proficient in English and Urdu & local languages (added advantage).	



GILGIT- BALISTAN RURAL SUPPORT PROGRAMME (GBRSP)
Job Description for Field Mobilizer

Position Details	
Position Title	Field Mobilizer
No of Positions	05
Duty Station	Gilgit Division (4), Baltistan (1) Office
Reporting To	Community Development Officer
Remuneration	As per budget
Nature of Employment	Regular
Gender	Male/Female
Purpose, Roles & Responsibilities	
<p>Purpose: This position has the responsibility to keep close liaison with the community and assist the Community Development department/Unit in overall planning, implementation, supervision and monitoring of the plans and actions under the CD through establishing and strengthening the existing tiers of Community Mobilization and inclusive multi-input area development focusing on women, poor, youth and disadvantaged segments of the society.</p> <p>Roles & Responsibilities:</p> <ul style="list-style-type: none">• Arrange and attend regular calendar meetings of Indigenous Community/Village/Rural Support Organizations and Women Development/Enterprise Groups at tehsil/district level.• Ensure inclusion of leftover households (if any) in a village in the existing and new ICOs/IVOs/IRSOs/WDGs/CEGs.• Update village profile data on periodic basis and its sharing with area/district office.• Assist in formation of ICOs/IVOs/IRSOs/WDGs/CEGs in the uncovered areas by adopting a comprehensive three tier dialogue process of community mobilization.• Assist in organizing IRSO's AGM on yearly basis and ensure that IVOs and WDGs nominate their office bearers as General Body members.• Assist in developing priority-based annual work plans.• Assist in the community level interventions ensuring meritocracy, transparency and accountability.• Maintain close contact with Lumberdars/notables, IRSOs and other grass root level organizations.• Prepare, maintain and share field visit reports (including good quality photographs) on monthly basis.• Any other task assigned by the supervisor.	
Qualification, Skills & Experience Required	
<ul style="list-style-type: none">• Minimum Bachelor's Degree.• Minimum 1-year relevant work experience in a reputed organization.• Excellent advocacy, facilitation & communication skills as well as effective presentation skills.• Strong organizational skills with problem-solving attitude.• Command over using PRA/PLA etc. tools and techniques.• Social Mobilization and Planning skills.• Solid experience with office management software like MS Office.• Able to travel when required.• Proficient in English, and Urdu & local languages.	



GILGIT- BALISTAN RURAL SUPPORT PROGRAMME (GBRSP)
Job Description for Business Mobilizer

Position Details	
Position Title	Business Mobilizer
No of Positions	01
Duty Station	Baltistan Office (1)
Reporting To	Value Chain Officer (Technical) Community Development Officer (Administrative)
Remuneration	As per budget
Nature of Employment	Regular
Gender	Male/Female
Purpose, Roles & Responsibilities	
<p>Purpose: This position has the responsibility to assist the Value Chain Officer, ES&GD in overall management and output of the ES&GD Department/Unit through maintaining quality standards, reliability, validity, precision, timeliness and integrity while performing assigned duties.</p> <p>Roles & Responsibilities:</p> <ul style="list-style-type: none">• Assist in the implementation of activities and ensuring effective annual planning and its timely implementation.• Ensuring programme implementation as per the guidelines and policies of GBRSP.• Identification and formation of community enterprise groups in selected value chains.• Maintain communication with business groups and other stakeholders.• Ensure timely delivery of required tools, equipment and infrastructure.• Identifying the potential products which may have high income for the community/entrepreneurs.• Assist in the development of business plans for the community enterprise groups as well as other enterprises.• Assist in arranging training for business groups and create market linkages.• Assistance in effective communication and coordination across the organizational structure and programme.• Ensure reporting and documentation of interventions.• Assist in Keeping the community updated about the programme.• Any other task assigned by the supervisor.	
Qualification, Skills & Experience Required	
<ul style="list-style-type: none">• Master's Degree in Business Administration/Economics.• Minimum 3 years relevant work experience in development sector/enterprise development.• Demonstrated effective organizing and planning skills.• Computer literacy in basic software and Microsoft applications.• Excellent advocacy, communication and interpersonal skills.• Ability to Multi- task and work under pressure• Professionalism in appearance and behavior, and willingness to enhance knowledge through training and personal initiative.• Ability to travel frequently.• Proficient in English and Urdu & local languages (added advantage).	



GILGIT- BALISTAN RURAL SUPPORT PROGRAMME (GBRSP)
Job Description for Receptionist

Position Details	
Position Title	Receptionist
No of Positions	02
Duty Station	Head and CEO Office, Gilgit
Reporting To	Administration & Procurement Officer, Head Office
Remuneration	As per budget
Nature of Employment	Regular
Gender	Male/Female
Purpose, Roles & Responsibilities	
<p>Purpose: This position has the responsibility for managing the reception desk/area on daily basis, and to perform a variety of administrative and clerical tasks.</p> <p>Roles & Responsibilities:</p> <ul style="list-style-type: none">• Serving visitors by greeting, welcoming, and directing them appropriately.• Notifying office personnel of visitor arrival before directing the visitor to the personnel's office.• Maintaining security system and visitor entry register both in hard and soft form.• Informing visitors by answering or referring inquiries.• Direct visitors by maintaining employee and department directories.• Maintaining security by following procedures, visitor's register, and issuing visitor's badges.• Keeping a safe and clean reception area by complying with procedures, rules and regulations.• Contributing to team effort by accomplishing related results as desired.• Any other task assigned by the supervisor.	
Qualification, Skills & Experience Required	
<ul style="list-style-type: none">• Minimum Bachelor's Degree.• Minimum 1-year relevant experience.• Familiarity with phone systems, surveillance of security cameras through Screen, and visitor entry register/maintenance.• Able to handle pressure.• Must possess qualities like professionalism, listening, and verbal/written communication.• Solid experience with office management software like MS Office.• Proficient in English, and Urdu & local languages.	



GILGIT- BALISTAN RURAL SUPPORT PROGRAMME (GBRSP)
Job Description for Office Boy/Peon

Position Details	
Position Title	Office Boy / Peon
No of Positions	03
Duty Station	Gilgit Division (3)
Reporting To	Administration & Procurement Officer, Head Office (administrative) Administration Assistant (technical)
Remuneration	As per budget
Nature of Employment	Regular
Gender	Male
Purpose, Roles & Responsibilities	
<p>Purpose: This position has the responsibility for assisting the office staff by performing menial tasks assigned by the office staff/administration.</p> <p>Roles & Responsibilities:</p> <ul style="list-style-type: none">• The person will be responsible for serving tea/lunch to office staff, as well as kitchen maintenance, office cleaning and other day to day work as directed by office administration.• Should be able to make tea, coffee, juice etc. to staff and guests.• Should be able to move outside office for any kind of task directed to him. Job requires activeness, attentiveness and a responsible attitude.• Any other task assigned by the supervisor.	
Qualification, Skills & Experience Required	
<ul style="list-style-type: none">• Minimum Middle Pass.• Minimum 2 years relevant experience.• Neat and clean personality and he must not use any drugs or similar (Pan, Gutka, Naswar, Cigarette etc.) within office hours/premises.• Should always be friendly and smiling.• Be hardworking and trustable.• Proficient in Urdu and local languages.	



GILGIT- BALISTAN RURAL SUPPORT PROGRAMME (GBRSP)
Job Description for Driver

Position Details	
Position Title	Driver
No of Positions	08
Duty Station	Gilgit Division (7) and Baltistan (1) Office
Reporting To	Administration & Procurement Officer, Head Office (administrative) Administration Assistant (technical)
Remuneration	As per budget
Nature of Employment	Regular
Gender	Male
Purpose, Roles & Responsibilities	
Purpose: This position has the responsibility for driving and maintaining office vehicles. Roles & Responsibilities: <ul style="list-style-type: none">• Inspecting vehicles prior to leaving the place where the vehicle is primarily based or garaged.• Driver must take good care of the vehicles and drive sensibly and carefully following standard driving/traffic rules as the driver will be responsible for any traffic citations (tickets/challan) that may be issued.• Must keep vehicles clean and well maintained.• Must wear seat belt.• Driver must report to the administration officer/assistant in case vehicle comes across any issue.• Driver will be responsible for taking appropriate measures to secure and safeguard the vehicle until it is returned back to its designated location.• Working at nights and on weekends, if need be.• Ensuring that vehicles have sufficient fuel and are always ready for use.• Arranging for vehicle repairs when necessary.• Maintaining travel books on daily basis as well as mileage reports.• Any other task assigned by the supervisor.	
Qualification, Skills & Experience Required	
<ul style="list-style-type: none">• Minimum Matric Pass.• Experience of traveling to down-country and awareness of rules & regulations of highways/motorways etc. is mandatory.• Minimum 7 years relevant experience.• Must possess a valid and renewed driving license.• Must have experience of driving various types of vehicles and motorbikes.• Neat and clean personality and he must not use any drugs or similar (Pan, Gutka, Cigarette etc.) within office hours/premises and during duty.• Should always be friendly and smiling.• Must have a sound track record.• Be hardworking and trustable.	