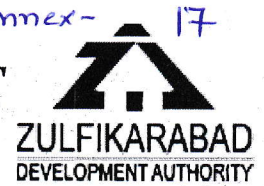




ZULFIKARABAD DEVELOPMENT AUTHORITY



(Human Resources Department)

Job Description of Director Administration

Supervise and Coordinate all administration activities of Head Office and all Regional/Project Sites and ensure proper maintenance of discipline and decorum by implementing policies and procedures.

Ensure that all necessary support of Admin is provided to Head Office and all Regional/Project Sites of organization and those are operating in an efficient professional manner and in compliance with policies and procedures.

Ensure proper documentation of all admin records and ensures confidentiality & accessibility.

Ensure proper management of in/out letters entry and distribution system.

Supervision of all activities of housekeeping.

Supervise all admin arrangements of meetings/functions/events at Head Office and all Regional/Project Sites of organization.

Effective coordination with utility service providers.

Ensure timely repair and maintenance of all office equipments, machines, furniture and buildings

Ensure the Purchase/Hire of office buildings as per requirements of projects/organization and create close liaison with owners and other agencies.

Develop cost effective fleet management mechanism and coordinate all movements of vehicles.

Supervision of proper documentation/ filing of all matters pertain to vehicles. i.e.: POL, repair and maintenance, log/moment and ensure the timely payment of insurance, tax, repair and maintenance bills to all vendors.

Supervision of all support staff (Drivers, Cooks, waiters, Cleaners, Gardeners and others)

Ensure the proper arrangements of Air tickets and hotels for employees and delegates.

Ensure the proper arrangements of filed visits of employees and delegates

Supervise the purchasing of Admin Items(Office Furniture & Equipment, Stationary and Other items)

Supervision of all matters pertains to Kitchen, Canteen, Guest Houses and others.

Supervision of security arrangements of all assts and buildings of organization(check in/out time, performance of security guard and maintain the record of the same and effective liaison with security service provider company)

Supervision of Reception/ Gate management (in/out of inventory, vehicles, employees and visitors).

Ensure proper arrangement of safety & firefighting equipments and maintenance of the same.

Liaison with vendors/contractors, government and other stake holders

Supervision of all activities of computer section of ZDA which also include the proper maintenance of all computers on time so that office work should not suffer at any stage and updating of website of ZDA on daily basis.

Ensure proper recording, coding, allocation of all assets and reconciliation of assets recodes with Stock receiving, storing and distribution/issuing.

Liaison to all Administrative Committees/Executive Committee.

Preparation of annual budget plan of Operational Expenditures and ensure effective management of expenditures within approved/allocated funds. (pertaining to Admin wing only)

Any other task assigned by Managing Director