



Manager General Administration

We are seeking a highly skilled and motivated team player to join our team as Manager, General Administration. P3A is committed to delivering innovative and sustainable infrastructure solutions through PPPs. Interested candidates are required to submit the **online Application Form** and upload their **CV/Resume in PDF** by clicking on the **“Apply online”** link for Manager, General Administration.

Deadline for Submission

The deadline for submission of online Application is **Friday, 11th July 2025, 11:59 PM** (PST).

Responsibilities

- **Administrative and Support Staff Management:** Manage all executive assistants, other secretarial staff and support staff (drivers, cleaners, cooks, etc.) across the functions; manage their staffing across the functions, identify their training and development needs, address and relay their grievances, etc.
- **General Correspondence Management:** Direct correspondence/mail from external stakeholders internally as appropriate; Draft letters/memos and other general correspondence for internal and external stakeholders
- **Premise Maintenance:** Oversee design, installation, operation and maintenance of AC/DC power, air-conditioning, fire alarms, etc.; ensure preventative and corrective maintenance is undertaken based on a pre-designed maintenance plan; ensure efficient power and fuel utilization, ensure 24x7 power supply to P3A premises
- **Office supplies management:** Develop the budget, and manage inventory of all office supplies (other than IT/digital hardware and equipment as that will be the responsibility of IT & Database Management); Liaise with relevant functions to requisition office supplies purchases on a regular basis, to place orders for them in a timely manner
- **Health and Safety:** Develop and manage policies and compliance procedures related to office health and safety; ensure premises have all the required safety protocols and equipment in place (e.g., first aid kits, fire extinguishers, etc.)
- **Travel:** Manage local travel logistics, including fleet management of both drivers and P3A cars; plan and manage regular maintenance and upkeep of P3A car fleet; in case additional outsourcing vendors for fleet services is required, proactively identify the need
- **Hospitality:** Manage hotel, flight, venue, and other bookings for P3A staff or P3A guests/ visitors for official visits and trips, P3A workshops and events, etc.
- **Provision of Protocol:** For VIP guests, arrange for protocol services as and when needed
- **Additional tasks:** Undertake any other tasks as assigned by senior management. Due to the nature of the organization, the candidate should be flexible in attending to additional tasks not mentioned in this job description.

Minimum Eligibility Criteria

- At least a Bachelor’s or equivalent degree from an HEC recognized institution (equivalent to at least sixteen (16) years of schooling) in a relevant discipline such as Public Administration, Business Administration, Management, Information Technology, or a related field.
- Minimum 4 to 6 years of relevant (post-qualification) experience in general administration, facility management, protocol management, logistics, corporate affairs, and information technology.
- The candidate’s age shall not exceed 55 years on the date of this advertisement.

Required Skills

- Leadership in administrative planning and execution
- Strong coordination and communication across departments and stakeholders
- Knowledge of PPRA rules, official protocol, and government procedures
- Familiarity with Microsoft Office Suite, recordkeeping, and workflow tracking
- Discretion, discipline, and ability to work under pressure with multiple priorities
- Excellent organizational, communication, and liaison skills.
- Highly meticulous with attention to detail;

Grounds for Application Disqualification

A candidate’s inability to action any of the below will lead to disqualification of his/her application:

- Inability to complete “online Application Form and upload CV/Resume” through the Apply online link, application through any other mode will not be accepted;
- Inability to meet “Minimum Eligibility Criteria”;
- Misstatement or misrepresentation of any facts in the application.

P3A is an equal opportunity employer. It is committed to achieving workforce diversity. Women, individuals from minority groups, people from all provinces/regions of Pakistan, and persons with disabilities are equally encouraged to apply.



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