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Caritas
A U S T R I A



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Job Description – District Support Officer

Minimum Educational Qualification: Master's Degree in relevant/complementing field
Experience: Minimum 2 years
Responsibilities/Duties: -

- District Support Officer is primarily responsible for the overall supervision at district level to ensure smooth running of project activities as per laid down criteria and guidance of HOPE'87.
- DSO is directly responsible to Senior Program Manager (HOPE'87) for all activities of the projects and completion of projects through strong coordination, innovative ideas, adequate control and updated availability of relevant data/information's.
- DSO will assist the Senior Program Manager to Compile, verify, record and process applications, contracts, requisitions, and other forms, applications and other documents in accordance with the established procedures and schedules, using computerized and manual processing systems.
- Record keeping and to process requisite documents for processing/ approvals/recommendations
- DSO with help of Senior Program Manager (HOPE'87) to maintain office orders and will assist in administrative procedures such as work schedules, commitments etc.
- DSO will extend services to SPM (HOPE'87) to process and verify financial documents, receipts, expenditures, forms and other documents and will helping the SPM in Key in, edit, proofread and finalize correspondence(s), report(s), statement(s), invoice(s), form(s), presentations and other documents, forms, notes by using computers to assist the concerned officer
- Maintain and prepare reports from manual or electronic files, inventories, mailing lists and databases
- Assist in the co-ordination of administrative procedures such as budget submissions, contracts administration and work schedules. The DSO May be also required to help SPM (HOPE'87) in some accounting tasks
- May organize and co-ordinate flow of work for general office clerks and data entry clerks.
- Any other task(s) assigned by Senior Program Manager, HOPE'87.

HOPE'87 – Pakistan

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