

Terms of reference

Office Boy/ Peon

Background

Government of Punjab, Planning & Development Board in collaboration with World Bank Group (WBG) and multiple implementing agencies is implementing Punjab Tourism for Economic Growth (PTEG) Project with the total project cost of USD 55 million over five years (30th April 2023). The project aims to promote the tourism sector by strengthening the institutional capacity through better skills development, increase private sector participation and improve infrastructure services in support of the tourism sector in the province of Punjab.

Objectives:

1. To support the Government of Punjab in implementing a cultural, heritage and tourism policy supported by comprehensive institutional reforms for effective implementation framework.
2. Leverage private sector's potential to create new economic opportunities for job creation, revenue generation, innovation, entrepreneurship and production efficiency increase.
3. To promote an environment of pluralism and tolerance in the Province through a raised awareness of a varied culture and heritage.

Major Responsibilities

- Ensure office cleaning including furniture, office equipment etc.
- Responsible for serving tea and lunch to office staff, as well as kitchen maintenance, other day to day work as per direction of Officer In-charge.
- Responsible of Arrangement of refreshments for the official meetings and to guests.
- Any other duty assigned by Officer In-charge.

Qualification & Experience:

- Middle
 - Prior experience of working in government department/Foreign aided project is highly desirable.
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