

Terms of reference
Caretaker/ Record Keeper

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. 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 Maintenance of Office Building including Furniture, Vehicles and office Generator and other office equipment.
- Ensure security of office assets and physical resources e.g. furniture, stock items, stationery, office equipment, IT Equipment etc.
- Ensure Building Security Arrangements.
- Refueling and maintenance of Generator & office Vehicle.
- Ensure Maintenance of vehicle and Generator Log Books.
- Maintain record of office files and ensure their safety in record room.
- Maintain record of Stock/ Asset register and office consumable items.
- Assist Officer in-charge in performing office related duties.
- Any other duty assigned by Officer In-charge.

Qualification & Experience:

- Minimum Bachelor degree from recognized university
 - Computer literacy is essential.
 - At least 1 year of relevant experience.
 - Prior experience of working in government department/Foreign aided project in the field of office caretaker is highly desirable.
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