

## **Terms of Reference – Deputy Manager – Staff Officer to CEO**

**Position Title:** Deputy Manager – Staff Officer to CEO

**Duration:** Initially for three years, extendable based on performance.

**Location:** Islamabad

**Reports to:** Chief Executive Officer

### **Scope of Work:**

Deputy Manager – Staff Officer to Chief Executive Officer (CEO), hired on full time basis at NDRMF will be reportable to Chief Executive Officer and will be responsible for handling all the matters and duties as assigned by Chief Executive Officer at NDRMF.

### **Detailed Task & Responsibilities:**

1. The Deputy Manager – Staff Officer to CEO will be responsible for:
2. To ensure proper arrangements for the chief executive officer's visitors/guests and to forward CEO's daily commitments to all departments.
3. To maintain proper record of official documents, reports, incoming and outgoing correspondence of CEO.
4. Screening telephone calls, enquiries and requests and handling them as and when advised by the CEO.
5. Establish liaison with concerned departments inside the company and external parties to ensure that all activities concerning the CEO are coordinated and executed seamlessly.
6. Arrangements of travel bookings and related documentation in coordination with Administration Department.
7. Maintain computerized records for calls and guests of CEO.
8. Report any maintenance, administration and security issues immediately to the administration department within CEO Secretariat.
9. Resolve and manage all issues that arise before and during the event concerning protocol activities.
10. Any other job assigned by CEO in the best interest of the company.

### **Qualification and Experience:**

NDRMF is looking for a candidate having:

(i) Master's Degree with Minimum 8 years of experience in related field with (ii) excellent writing and speaking skills in English and Urdu and (iii) command of MS Office and relevant IT applications. Retired Military Officer of the rank of Lt Colonel / Equivalent with Corporate Experience will be an added qualification.