

## Khwendo Kor (KK) Job Descriptions-JDs

### 1. Position Details

<b>Job Title:</b>	Executive Associate-Male
<b>Base/Location:</b>	Peshawar
<b>Position Category/grade</b>	Level-A Category-09
<b>Reporting Line:</b>	Chief Executive
<b>Position funded by</b>	KK Own
<b>Last Date to Apply</b>	19 <sup>th</sup> March 2026

### 2. Required qualifications, skills and competencies

Required Qualification for the Position	BA/BSC/BS
Required Experience	1-year relevant experience in NGO sector, Data collection, social mobilization, presentation and report writing skills. Basic MS.Office skill.
Required Skills and competencies	<p>The following skills and competencies are required for the position.</p> <ol style="list-style-type: none"> <li>1. Knowledge of internationally accepted administration principals and standards.</li> <li>2. Good evaluation and analysis skills.</li> <li>3. Excellent negotiation presentation and communication skills.</li> <li>4. Knowledge and hand on experience of working and use of various computer applications.</li> <li>5. Having skills to develop relationships and networking.</li> <li>6. Good report writing and documentation skills.</li> <li>7. Able to travel on regular basis.</li> <li>8. Understanding of protection in general and child protection and safeguarding in particular.</li> <li>9. Fluent in Urdu and Pashto.</li> </ol>
<p><b>Note:</b> All KK staff is strictly advised to adhere KK values which are Commitment, Accountability, Mutual respect and integrity and incorporate the KK competencies in their work which are <b>Gender sensitivity, teamwork, Inter personal communication, Staff Management and Productivity.</b></p> <p><b>KK has zero tolerance policy for Financial and moral embezzlement, sexual harassment and negative grouping.</b></p>	

### Roles and Functions

Themes/Roles	Functions
<b>Administrative Role</b>	
Facilitate executive in their day to day matters	<ul style="list-style-type: none"> <li>→ Maintain meeting calendar.</li> <li>→ Filling of all documents on behalf of Executive in hard and soft.</li> <li>→ Document minutes of meetings.</li> <li>→ Follow-up on Air ticket, booking etc.</li> <li>→ Follow-up on executive logistics as and when required, and ensure timely facilitation and support.</li> </ul>
Draft, review and send	→ Document executive plans and priorities as directed.

## Khwendo Kor (KK) Job Descriptions-JDs

communications on behalf of company executives	<ul style="list-style-type: none"> <li>→ Book meeting appointments and give timely reminders.</li> <li>→ Keep visiting record.</li> <li>→ Coordinate internally and externally on behalf and direction of executive.</li> </ul>
Dastarkhwan facilitation and management	<ul style="list-style-type: none"> <li>→ Planning of Dastarkhwan.</li> <li>→ Record keeping of Dastarkhwan expense and supplies.</li> <li>→ Report writing of Dastarkhwan.</li> <li>→ Budgeting for Dastarkhwan.</li> <li>→ Serving support in cooked food as per plan.</li> <li>→ Document consolidation of Dasterkhwan.</li> <li>→ Procurement of material in coordination with admin.</li> <li>→ Coordination with Philanthropist.</li> <li>→ Follow-up with other partners.</li> <li>→ Case Referral to service.</li> </ul>
Planning, Reporting & Documentation	<ul style="list-style-type: none"> <li>→ To develop an annual, quarterly and monthly review according as per PVAR.</li> </ul>
Linkages & partnerships	<ul style="list-style-type: none"> <li>→ To assess the needs of community for linkages and to identify relevant organizations for linkages</li> <li>→ To facilitate the establishment of linkages of the community with the identified organizations.</li> <li>→ To develop partnerships with community organizations, NGO's and other service providers.</li> </ul>

### **Details:**

We encourage competent and qualified professionals to apply by sending their CV to [placementjobskk@gmail.com](mailto:placementjobskk@gmail.com).

**Please note that applications sent to any other email address will not be considered.**

Following are the terms to be followed while applying;

1. Applications must be submitted by the specified deadline for each position. Late submissions will not be considered.
2. Applicant having relevant qualification and experience will be considered only.
3. Contact for influence will lead to disqualification of the applicant.
4. Only shortlisted candidates will be called for test and interview.
5. Understanding of PSEA and child protection.
6. The organization has the authority to reject any application without assigning any reason.
7. This document and any content of the document cannot be used for legal proceeding.