



POSITION:- General Service Man-III

Job Responsibilities

- a. Assisting in the daily opening, closing, and arrangement of the office, as well as maintaining the cleanliness of office premises, furniture, and fixtures.
- b. Preventing unauthorized individuals from entering empty office rooms or accessing computer systems when officers are away from their desks.
- c. Assisting in the movement of light office furniture (chairs, side racks, and tables) and setting up meeting or conference rooms.
- d. Operating photocopy machines, scanners, or paper shredders as requested by superiors.
- e. Dispatch files and documents within office.
- f. Helping staff search for older archives, files, and vouchers in the record room. Remaining on the office premises until closing hours or until permitted to leave by the supervising office.
- g. Serving drinking water, tea, coffee, or refreshments to officers, staff members, and official guests.
- h. Perform any other duty performed as assigned by the reporting Officers.

QUALIFICATION AND EXPERIENCE:

- a. Primary or Middle School pass (Preference given to Matriculates who can read/write Urdu and Basic English labels).
- b. Preferred 8-10 years of experience in office support duties.
- c. Maximum age limit is 38 Years on closing date of application.
- d. Trustworthiness, physical fitness for moving items, and a strong sense of discipline/punctuality.



DUTY STATION:

The selected candidate will be stationed in Islamabad, Pakistan.

SALARY, ALLOWANCES AND BENEFITS:

- a. Basic Salary: US\$ 130/- per month.
- b. House Rent Allowance: 50% of Basic Salary per month.
- c. Conveyance Allowance: US\$ 40 per month.
- d. Medical Allowance: US\$ 40 per month.
- e. Festival Allowance: Equivalent to one months' basic salary per annum.
- f. Leave Encashment: 30 days per annum.
- g. Children Education Allowance: GSS shall be entitled to reimbursement of 90% of School Tuition Fees including Admission, Registration and other Compulsory charges subject to an annual ceiling of US \$ 500 per child equivalent in local currency for a maximum of two children up to Grade XII/ A-Level. The minimum age of school going children for payment of this allowance will be 4 (four) years.