**JOB DESCRIPTION**

**Job title:** Peon (Office Boy)

**Job Location**: District Thatta (Preferably belong to Gharo union council)

**Position:** Full time 5 months’ fix contract

**Experience**: 2 to 3 years

**Qualification:** Metric (Preference will be given to local)

**Reports to**: General Manager Programs

**Language Requirement**: The candidate must have experience as office boy in NGOs or private company with good behavioral skills, good hygiene level. He must have ability to work effectively in office environment.

**Job Description of Social Organizer**

* Cleaning of office and furniture on daily basis
* Present tea and refreshment to staff
* Look after office equipment in absence of staff
* All office work assigned by the manager

**Core Competencies**

* Neat clean hygienic conditions
* Punctual of time
* Good behavioral skills