**Admin Officer CILC**

**General Administration**

* Administer and manage the day-to-day operations of CILC
* Actively participate in maintaining and improving the infrastructure and facilities at CILC
* Represent the interests of CECOS University in the operational activities of TUSDEC under Peshawar Light Engineering Centre, KP ITB and other bodies.
* Identify and pursue opportunities for projects (Govt./Donors etc.) that can leverage the infrastructure and strengths of CECOS
* Collaborate with TEVTA and other organizations to develop training projects for youth and promote skill development of industry workers.
* Facilitation of CECOS University’s Students and Staff for access to Centre and facilities
* Maintain a secure, safe and clean environment by implementing good housekeeping and safety practices.
* Manage and maintain inventory of office and operational supplies
* Support the scheduling of meetings and events, and maintain necessary records
* Assist in developing and implementing administrative policies and procedures

**Technology Transfer & Industrial Linkages**

* Collaborate with CECOS University to develop and implement a strategic plan for technology transfer at the center
* Foster closer relationships with industry partners and actively seek opportunities for their involvement in research and educational center activities in collaboration with university faculty
* Facilitate internships, joint projects, seminars, and career placements to enhance student-industry relations
* Organize regular meetings with industry partners at the center
* Maintain necessary liaison with relevant bodies such as KP Economic Zone Estates, TEVTA, TUSDEC, FC and KP ITB as required.

**Facility Management**

* Assist in the management and maintenance of the industrial center's infrastructure, green belt, equipment, grounds and facilities
* Respond promptly to maintenance and repair requests and coordinate with relevant departments
* Maintain and update maintenance logs and ensure proper documentation
* Oversee the cleaning and upkeep of the industrial center's premises, including offices, restrooms, and common areas

**Vendor and Contract Management**

* Assist in the management of vendor relationships, including contracts, invoices, and payments
* Support the negotiation and renewal of vendor contracts
* Maintain a database of vendors and monitor their performance and quality of service
* Ensure that vendors comply with the industrial center's policies and procedures

**Budget Management**

* Assist in the preparation and management of the industrial center's budget
* Maintain accurate records of expenses and revenues
* Provide regular reports and analysis of the industrial center's financial performance
* Assist in the development of cost-saving strategies and budget optimization

**Human Resources Management**

* Support the management of human resources functions, including recruitment, onboarding, and training
* Manage the support and maintenance staff to get the desired results
* Assist in maintaining employee records and ensuring compliance with laws and regulations
* Support the implementation of employee policies and procedures
* Assist in resolving employee grievances and maintaining positive employee relations

**Health and Safety Management**

* Assist in maintaining a safe and healthy workplace by complying with relevant regulations and guidelines
* Support the development and implementation of health and safety policies and procedures
* Assist in conducting safety training for employees and visitors
* Ensure that all incidents and accidents are reported and investigated according to established procedures.