



EUROPEAN COMMISSION

DIRECTORATE-GENERAL FOR EUROPEAN CIVIL PROTECTION AND HUMANITARIAN AID
OPERATIONS - ECHO

ECHO Office – Islamabad, Pakistan

VACANCY ANNOUNCEMENT FOR THE POST OF ADMINISTRATIVE LOGISTICS AND FINANCE ASSISTANT (Group III) ECHO ISLAMABAD OFFICE

The European Commission's Directorate General for European Civil Protection and Humanitarian Aid Operations (DG ECHO) funds relief operations for victims of natural disasters and conflicts outside the European Union (EU). For humanitarian aid, the Commission works with about 200 operational partners, including United Nations agencies, the Red Cross/Crescent movement and non-governmental organizations (NGOs). Aid is channelled impartially, straight to victims, regardless of their race, ethnic group, religion, gender, age, nationality or political affiliation.

ECHO announces the national position for **Administrative Logistics and Finance Assistant** for its office based in Islamabad. This position is open to nationals and other residents of Pakistan with valid work and residence permits.

DG ECHO applies a policy of equal opportunities. Our recruitment policy is based on respect of diversity, and on maintaining the gender balance. Our human resources management provides for balance between professional and private life, and support for training and developments opportunities. **Based on the above and with a view to ensure the gender balance within the team, female candidates are encouraged to apply.**

We welcome applications from all suitably qualified persons.

JOB DESCRIPTION

The jobholder is responsible for procurement, provision of equipment and logistics support to DG ECHO Office and for ensuring the smooth running of the Office maintenance. Moreover, the jobholder plans and executes office administrative and financial tasks. The jobholder commits to strict confidentiality.

JOB REQUIREMENTS

Education:

- First level university degree in a relevant field or equivalent professional experience.

Knowledge and Experience:

- Minimum 5 years of relevant work experience at national or international level in administration, procurement, logistics, finance.
- Knowledge of working processes (purchase orders, preparation of contracts for services and goods, tendering, protocol, treasury, budget and accountancy).
- Knowledge in accounting. Previous experience in a Governmental or other International Organisation is an advantage.
- Driving experience including a good knowledge of the country/region.
- Proven knowledge of car maintenance.
- Good communication skills.
- Capacity to work under pressure in a multitasking position.
- Ability to work in a multicultural environment.
- Good experience in the usage of computers and office software packages (MS Word, Excel, etc.).

Languages:

- Fluency in English (oral & writing);
- An excellent knowledge of Urdu (verbal & writing)

HOW TO APPLY**Applications MUST comprise of:**

- cover letter (setting out the candidate's motivation and suitability)
- a detailed CV (preferably Europass format). The Standard format can be downloaded from the web page of https://echo.gestmax.eu/14343/29/administrative-logistics-and-finance-assistant-islamabad/en_US
- Academic and relevant employment certificates certified true copy by the applicant.
- References (including contact details of the HR department and the supervisor) that can be consulted by DG ECHO. At least one of the references must include a recent employer.
- A copy of the valid work and residence permit to live and work in Pakistan (in case of non-Pakistani).

Applications should be uploaded at https://echo.gestmax.eu/14343/29/administrative-logistics-and-finance-assistant-islamabad/en_US until 17/07/2026 at 23:00hrs (local time).

Candidates MUST abstain from contacting the ECHO Islamabad Country office for information on the selection process or for any other purpose. Any form of canvassing, soliciting, or influencing will be treated as grounds for disqualification.

Only the short-listed candidates will be contacted. They will have to bring with them the original or certified copies of all the supporting documents (work certificates, diplomas, etc.) during the interview stage.

THE EMPLOYMENT CONTRACT

The contract is initially for one year with possibility of renewal subject to a successful completion a 3-month probationary period and following a positive annual evaluation.

As an indication, **the monthly basic salary is on average approximately PKR 240,552 which corresponds to five years of the minimum required experience and will be adapted according to the exact duration of relevant professional experience supported by a work certificate.** Besides the basic salary, the employee will receive disability / retirement allowance, a 13th basic monthly salary, transportation allowance, as well as a medical coverage. **(The salary is subject to local taxes).**

The Code of conduct applicable to national staff employed by DG ECHO can be found via the following link: [Code of conduct](#) - ARES(2018)1322744."

"Any processing of your personal data will be done in accordance with the applicable EU legislation (Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data)."

The privacy statement can be found on ECHO website.

http://ec.europa.eu/echo/system/files/2024-12/privacy_statement.pdf