



RENEWABLES FIRST

Manager Administration

Location: G-8 Markaz, Islamabad

Department: Admin

Type: Full time

About Renewables First

Renewables First (RF) is a think and do tank for energy and the environment. RF's work addresses critical energy and natural resource issues with the aim of making energy and climate transitions fair and inclusive through impactful research, advocacy, and strategic partnerships.

Job Description

As Renewables First grows its portfolio and partnerships across Pakistan's clean energy and climate space, we are seeking a Manager Administration, to strengthen the organization's operational backbone.

The Manager will be responsible for ensuring the smooth functioning of RF's administrative systems, spanning office management, procurement, logistics, and compliance while supporting a collaborative, transparent, and high-performing work environment.

This role is ideal for someone who enjoys building systems that make teams more effective, who can balance detail-oriented management with strategic foresight, and who understands how operational excellence drives mission impact.

Key Responsibilities

1. Administrative and Operational Management

- Oversee day-to-day administrative operations including procurement, logistics, facilities, and vendor management.
- Manage office systems, supplies, and assets to ensure efficiency, transparency, and cost-effectiveness.
- Ensure compliance with RF's operational and financial policies as well as local laws and regulations.
- Supervise administrative support staff and coordinate with project teams to meet operational needs.

2. Systems, Policies, and Process Improvement

- Review and refine administrative processes and policies to enhance organizational efficiency.
- Support digitalization of administrative workflows and documentation systems.
- Coordinate with finance and HR teams to ensure seamless alignment across procurement, contracts, and personnel operations.
- Develop standard operating procedures (SOPs) and maintain documentation for institutional knowledge management.



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3. Safety, Compliance, and Institutional Support

- Oversee compliance with legal, environmental, and workplace safety requirements.
- Manage relationships with external service providers and government departments.
- Support internal and external audits through documentation and reporting.
- Facilitate logistics for meetings, events, and field missions, ensuring smooth coordination across programs.

4. Strategic and Cross-Functional Support

- Work closely with the senior management team to anticipate operational needs and align administrative priorities with RF's strategic goals.
- Support recruitment and onboarding logistics, in collaboration with the People & Culture function.
- Contribute to building an inclusive and enabling workplace culture that reflects RF's values.

Qualifications and Experience

- Bachelor's or master's degree in business administration, management, or a related field.
- Minimum 5 years of relevant experience in administration, operations, or organizational management, preferably within the non-profit, research, or development sector.
- Strong understanding of procurement, logistics, and compliance processes.
- Proven ability to manage budgets, contracts, and vendor relationships.
- Excellent organizational, problem-solving, and interpersonal communication skills.
- Proficiency in MS Office and familiarity with administrative or ERP software.
- Demonstrated ability to work independently, handle multiple priorities, and maintain discretion and professionalism.

Application

If you would like to join our dynamic team, please apply at your earliest convenience. We will be reviewing applications on a rolling basis. Female candidates are strongly encouraged to apply.

Please email a letter of motivation and your CV in one PDF file using the format: "First name_Last name_Manager Administration" to hr@renewablesfirst.org