

GENERAL ADMINISTRATION

General Admin is the focal point of the central office. This department includes day-to-day office work supplies needs assessment, office management, departments of staff's work, arranging events and meeting, the needs of different departments of central office, liaising with guests, liaising with publishing houses, catering to development workers at the central office, implementing dining management of central office, filing staff leave, staff travel schedule, workshops, monthly meetings, annual workshop arrangements, chair-table, repair of electronics equipment, ensuring office security and many other functions. These are the regular activities of this department. There is no such thing as setting any target of activity. As a result of ensuring a congenial office environment and overall cooperation in the implementation of the program, the official activities of PROSHIKA can be completed well. A total of ten staff work in this department. This department is supervised by a Deputy Chief-Executive.

