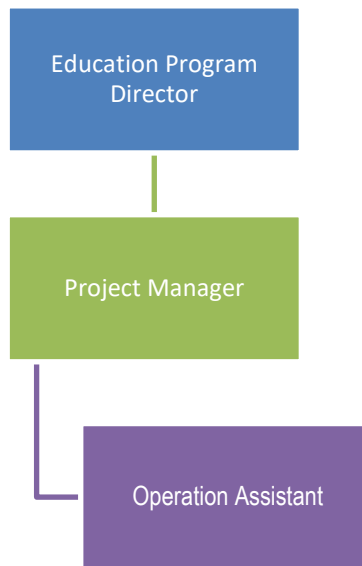


<b>Position Name (Title) :</b>	Operation Assistant	<b>Position Level:</b>	8
<b>Reporting to (Title) :</b>	Project Manager	<b>No. of Direct Reporters:</b>	0
<b>Version:</b>		<b>Sector /Department/Section :</b>	

### Position Reporting Lines



### Main Job Purpose

- Act as a focal point for all admin and financial requests in a timely manner and high-standard quality.
- Maintain order and efficiency for all project events and meetings.
- Providing a wide range of administrative and logistics support to the project manager and project teams in order to ensure the effective and efficient implementation of the project plans.

### Objectives

- Smooth internal & external project performance
- Optimize Project Operations
- Ensure all logistics are efficient, along with a smooth operation in a timely manner.

### Accountabilities

1. Get all project events into implementation;
2. Define project operational tasks and resource requirements on monthly basis in collaboration with the Project Manager;
3. Provide direction and support in all logistics activities to project team;
4. Maintain proper filling (Soft and Hard) for project financial documents;

5. Perform all procurement needs and all financial requests and settlements for project activities;
6. Organize and schedule meetings and appointments;
7. Make travel arrangements and associated reservations for team members according to CEF procurement policies;
8. Order office supplies and submit and reconcile expense reports
9. Produce and distribute correspondence memos, letters, faxes and forms

### Position Relationship with Other Parties

<u>Internal Relationship</u>	<u>External Relationship</u>
<ul style="list-style-type: none"> <li>• Other Project Teams</li> <li>• Program support staff</li> </ul>	<ul style="list-style-type: none"> <li>• Vendors</li> <li>• Consultants</li> <li>• Partner Organizations</li> <li>• CEF Stakeholders</li> <li>• Governmental Entities</li> </ul>

### Working Environment

The position follows the normal working environment of the organization.

Indoor: 70%

Outdoor: 30 %

Working Hazard: Low

Working Days: 5 days

Days Off: 2 days

Working Hours: 8 hours

### Position Dimensions

POSITION DIMENSION	
<b>Level of Authority</b>	Minor Judgement Within Guidelines
<b>Budget Control</b>	Administering a Budget for a Supporting Function
<b>Budget Amount</b>	No Budget Control
<b>Hiring Authority &amp; Promotion</b>	Does not Coach New Employees
	Does Not Supervise Employees
	Does not Participate in the Promotion Cycle

	Does not Approve Hiring New Employees
<b>Consequence of Error</b>	Impact Own Team

**Job Requirements**

<b>Education:</b>	<ul style="list-style-type: none"> <li>• Bachelor degree preferably in Business Administration or Accounting.</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• 7+ years of experience in performing clerical duties in related projects</li> <li>• Experience in organizing events</li> <li>• Excellent time management skills and ability to multi-task and prioritize work</li> <li>• Attention to detail and problem solving skills</li> </ul>
<b>Computer Skills</b>	<ul style="list-style-type: none"> <li>• Strong computer literacy</li> </ul>
<b>Languages:</b>	<ul style="list-style-type: none"> <li>• Fluent in spoken and written Arabic and workplace English with the ability to effectively communicate information and ideas</li> </ul>

**Signatures**

<b>Employee</b>		
<b>Manager</b>		
<b>Human Resources</b>		