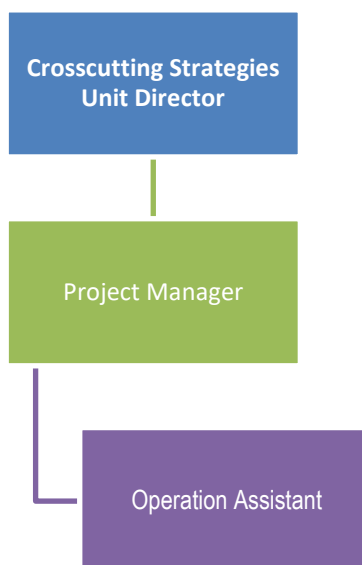


Position Name (Title) :	Operation Assistant	Position Level:	8
Reporting to (Title) :	Project Manager	No. of Direct Reporters:	0
Version:		Sector /Department/Section :	

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"> Other Project Teams Program support staff 	<ul style="list-style-type: none"> Vendors Consultants Partner Organizations CEF Stakeholders Governmental Entities

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	
Level of Authority	Minor Judgement Within Guidelines
Budget Control	Administering a Budget for a Supporting Function
Budget Amount	No Budget Control
Hiring Authority & Promotion	Does not Coach New Employees
	Does Not Supervise Employees
	Does not Participate in the Promotion Cycle

	Does not Approve Hiring New Employees
Consequence of Error	Impact Own Team

Job Requirements

Education:	<ul style="list-style-type: none"> Bachelor degree preferably in Business Administration or Accounting.
Experience:	<ul style="list-style-type: none"> 5+ years of experience in performing clerical duties in related projects Experience in organizing events Excellent time management skills and ability to multi-task and prioritize work Attention to detail and problem solving skills
Computer Skills	<ul style="list-style-type: none"> MS Office
Languages:	<ul style="list-style-type: none"> Excellent English level Arabic

Signatures

Employee		
Manager		
Human Resources		