

Position Name (Title) :	Admin Officer	Position Level:	8
Reporting to (Title) :		No. of Direct Reporters:	1+
Version:	1	Sector /Department/Section :	Admin Unit

Position Reporting Lines

Main Job Purpose

The administration Officer implements CARE's property management policies and procedures in Cairo and ensure their proper application in field offices. Manage services agreements/ contracts Payments for rents and all supplies for all CARE Offices
 Manage the relationships with all governmental associations

Objectives

Efficient use of CARE Egypt property in Cairo and field offices according to CARE donor policies and procedures
 Ensure that all regular payments are done on due time.
 Prepare all documents needed for Project Approvals with MoS
 Prepare budgets for all staff supplies in all offices and close monitor to all consumption

Accountabilities

- 1- Manage and maintain CARE property and vehicles registers, as per property management policy, and property reports on a quarterly basis
- 2- Ensure Audit requests are fully met and responsible for audit action plan implementation to property and vehicles management are always fully complied with CARE/ donors policies.
- 3- Maintain all CARE lease contracts/ agreements, prepare reports and the payment on due dates.
- 4- Supervise and manage the vehicles operation and maintenance.
- 5- Supervise all Admin staff
- 6- Responsible for maintenance in all offices
- 7- Responsible for all Projects approvals and opening separate bank accounts for each project
- 8- Responsible for any issues with government associations that are related to the projects
- 9- Any other required tasks

Position Relationship with Other Parties

<u>Internal Relationship</u>	<u>External Relationship</u>
<ul style="list-style-type: none">• CARE Staff	<ul style="list-style-type: none">• Service providers• MoS and other ministries if needed

Working Environment

The position follows the normal working environment of the organization.

Indoor: 80%

Outdoor: 20 %

Working Hazard:

Working Days: 5days

Days Off: 2 days

Working Hours: 8

Position Dimensions

POSITION DIMENSION	
Level of Authority	Authority Within the Departement
Budget Control	No Budget Control
Budget Amount	Less than 10,000 EGP
Hiring Authority & Promotion	Coach New Employees
	Supervises More Than Three 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"> University degree in Business Administration section or a relevant degree
Experience:	<ul style="list-style-type: none"> 3-4 years' work experience in the field of administration or operation.
Computer Skills	<ul style="list-style-type: none"> Strong computer skills with proficiency in using MS word & Excel (database). Fair command of English language (Verbal and Written).
Languages:	<ul style="list-style-type: none"> English Arabic

Reports

Quarter report for Property con

Competencies:

- Problem Solving
- working under pressure
- Customer oriented
- Analysis skills.

Signatures

		Date
Employee		
Manager		
Human Resources		
