

<b>Position Name (Title) :</b>	Admin and logistical Assistant	<b>Position Level:</b>	8
<b>Reporting to (Title) :</b>	Finance and Admin Director	<b>No. of Direct Reporters:</b>	0
<b>Version:</b>		<b>Sector /Department/Section :</b>	EVAWG/USAID

#### Position Reporting Lines



#### Main Job Purpose

- Act as a focal point for all admin and logistical requests in a timely manner and high-standard quality.
- Offer all needed support effectively to all project's staff.
- 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. Define project operational tasks and resource requirements on a monthly basis in collaboration with the Project's team.
2. Provide direction and support in all logistics activities to the project team.
3. Maintain proper filling (Soft and Hard) for project financial documents.
4. Perform all procurement needs and all financial requests and settlements for project activities.
5. Organize and arrange for project meetings and events.
6. Make travel arrangements and associated reservations for team members according to Project's procurement policies.
7. Order office supplies and submit and reconcile expense reports.
8. Supervise the office boy/girl and the project driver if any.

9. Ensure the needed tracking system is in place for all project storage items (stationary, give aways, equipment etc..)

#### 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>Project's 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>	Make Expenditure on a Predefined Budget
<b>Budget Amount</b>	Less than 10,000 EGP
<b>Hiring Authority &amp; Promotion</b>	Does not Coach New Employees
	Supervises One Employee
	Does not Participate in the Promotion Cycle
	Does not Approve Hiring New Employees
<b>Consequence of Error</b>	Impact Own Tasks

## Job Requirements

<b>Education:</b>	<ul style="list-style-type: none"> <li>Bachelor's degree preferably in Business Administration or Accounting.</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>2 years of experience in performing similar positions.</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>Ability to work on Word, Excel, and other office functions.</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>Finance and Admin Director</b>	
<b>Human Resources</b>	<b>Dina Mikeal</b>	