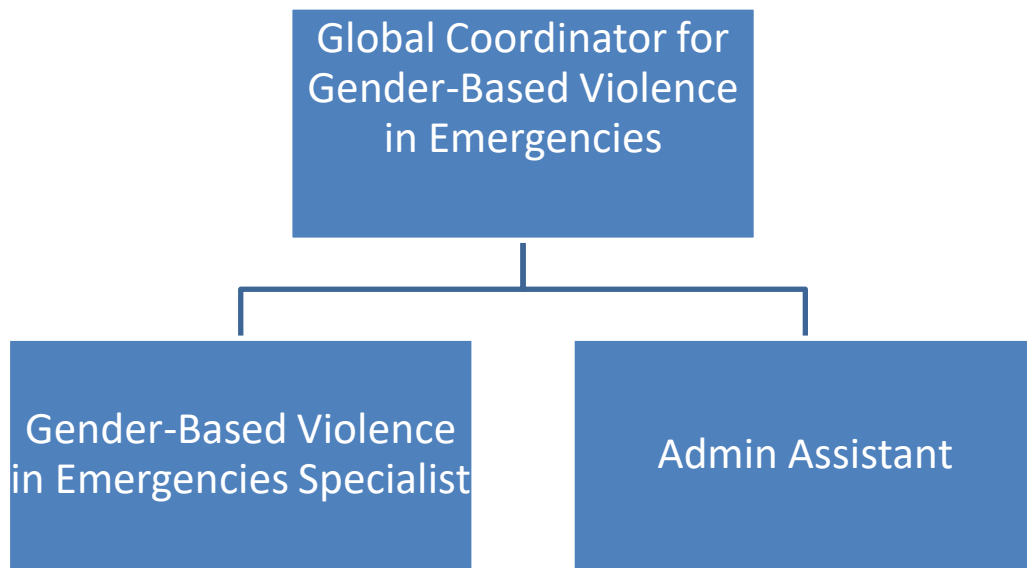


Position Name (Title) :	Admin Assistant	Position Level:	8
Reporting to (Title) :	Global GBViE Coordinator	No. of Direct Reporters:	0
Version:		Sector /Department/Section :	

#### 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 filing (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
Consequence of Error	Impact Own Team

### Job Requirements

Education:	<ul style="list-style-type: none"> <li>Bachelor degree preferably in Business Administration or Accounting.</li> </ul>
Experience:	<ul style="list-style-type: none"> <li>5+ 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>
Computer Skills	<ul style="list-style-type: none"> <li>MS Office</li> </ul>
Languages:	<ul style="list-style-type: none"> <li>Excellent English level</li> <li>Arabic</li> </ul>

### Signatures

Employee		
Manager		
Human Resources		