

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

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. Responsible for managing project operational tasks within available resources and based on business 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 administration documents.
4. Perform all logistic needs and all relevant requests and submit settlements of project activities custody to accountants.
5. Organize and arrange for project meetings and events.
6. Willing to travel to other governorates to handle activity/ event logistics matters if needed.
7. Make travel arrangements and associated reservations for team members according to Project's procurement policies.
8. Order office supplies and submit and reconcile expense reports.
9. In charge of maintaining & updating the custody of asset register tracker.
10. Responsible for holding Petty Cash Custody to run the operations of the office.

11. Ensure the needed tracking system is in place for all project storage items (stationary, equipment etc.)
12. Responsible for payments (checks) delivery, WHT letters to vendors/suppliers.
13. Supervise the office boy/girl and the project driver if any.
14. Carry out any other duties and responsibilities as assigned by Finance and Admin Director.

Position Relationship with Other Parties

Internal Relationship	External Relationship
<ul style="list-style-type: none"> Other Project Teams Program support staff Accountants 	<ul style="list-style-type: none"> Vendors Consultants Partner Organizations Project's 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	Make Expenditure on a Predefined Budget
Budget Amount	Less than 10,000 EGP
Hiring Authority & Promotion	Does not Coach New Employees
	Supervises One Employee
	Does not Participate in the Promotion Cycle
	Does not Approve Hiring New Employees

Consequence of Error	Impact Own Tasks
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Job Requirements

Education:	<ul style="list-style-type: none"> Bachelor's degree preferably in Business Administration or Accounting.
Experience:	<ul style="list-style-type: none"> 2 years of experience in performing similar positions. 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"> Ability to work on Word, Excel, and other office functions.
Languages:	<ul style="list-style-type: none"> Fluent in spoken and written Arabic and workplace English with the ability to effectively communicate information and ideas

Signatures

Employee		
Manager		
Human Resources		