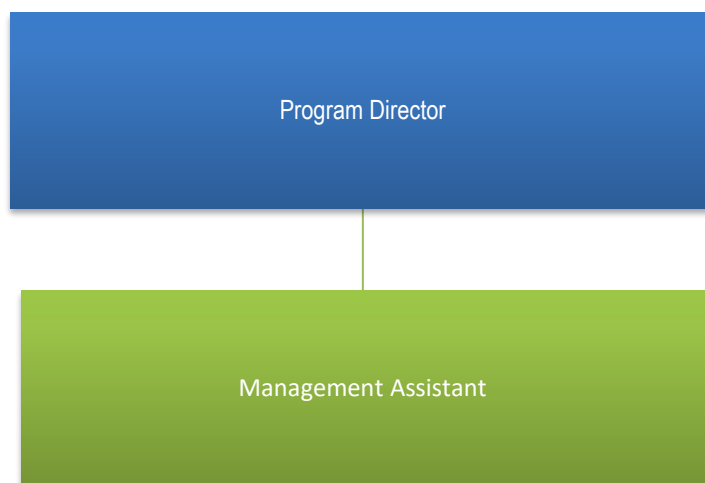


Position Name (Title) :	Management Assistant	Position Level:	Grade 8
Reporting to (Title) :	Program Director	No. of Direct Reporters:	N/A
Version:	1	Sector /Department/Section :	Programs

Position Reporting Lines



Main Job Purpose

Providing a wide range of administrative and logistics support to the program Director, Project Managers and program staff to ensure the effective and efficient implementation of the program plans.

Objectives

- Smooth internal & external program performance
- Updated program related documents & reports
- Optimize Program Operations

Accountabilities

- Provide all needed administrative, financial and logistics support (draft TOR, prepare PR, follow with procurement, follow with consultant, follow for payment, delivery of services, evaluate client satisfactory) for program staff to efficiently achieve program plans. Liaise with program consultants and vendors to ensure compliance to CARE AVL, consultant agreements, and support documents requirements.
- File and document all project related contracts, correspondence, reports, pictures, publications and materials for easily access when needed. Provide needed Support to PD, IMs in Collecting, translating, editing and developing all program related documents & content to maintain and update CARE SharePoint / website.
- Logistics management of all program events (training workshops, conferences, awareness sessions...) related to venue, accommodation, travel, allowances, etc. for both CARE staff & external participants, to ensure that all requirements are made available from approved suppliers & vendors lists
- Liaise with finance and admin department to finalize all needed processes in light of CARE admin and financial policy and procedures.
- Assist the Director and Program Initiative managers to write needed updates, reports and correspondence with different stakeholders when requested, for ensuring program quick response to different CARE and partners requests.
- Contribute in continuous improvement process to optimize processes between Program and Support units
- Communicate with the field staff to ensure sufficient flow of information between Cairo office and the field offices.

Position Relationship with Other Parties

<u>Internal Relationship</u>	<u>External Relationship</u>
<ul style="list-style-type: none">• Program staff in Cairo office/Field offices• CARE Program support units	<ul style="list-style-type: none">• Consultants• Vendors/Suppliers

Working Environment

The position follows the normal working environment of the organization.

Indoor: 80 %

Outdoor: 20 %

Working Hazard: none

Working Days: Subject to the agreement with the Direct Supervisor

Days Off: 2 days

Working Hours: Subject to the agreement with the Direct Supervisor

Position Dimensions

POSITION DIMENSION	
Level of Authority	Execute Assigned Duties
Budget Control – Petty Cash	Make Expenditure on a Predefined Budget
Budget Amount – 12,000 EGP petty cash	From 10,000 to 100,000 EGP
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 Tasks
CARE Skills	Managing Self – level 1 or 2

Job Requirements

Education:	BSc in business administration and/or commerce
Experience:	3-5 years of experience
Computer Skills	MS Office
Languages:	<ul style="list-style-type: none"> English Arabic

Reports

Signatures

		Date
Employee		
Manager		
Human Resources		