

IEA # 612



Administrative Assistant to the Director General

Reports to: Director General

Location: Beirut, Lebanon

Advertisement date: 19 August 2019

Closing date: 15 September 2019
(or until the position is filled)

Main purpose of position

The Administrative Assistant to the Director General provides administrative and secretarial support to the Director General to ensure he or she can perform his or hers functions in the most efficient and effective manner. The Administrative Assistant will have the overall responsibility for managing the Director General's agenda and for coordinating the administrative activities of Director General with other senior managers and functions across the organization.

About ICARDA

The International Center for Agricultural Research in the Dry Areas (ICARDA) is an international autonomous, non-profit, research organization supported by the Consultative Group on International Agricultural Research (CGIAR).

ICARDA's mission is to reduce poverty, enhance food, water and nutritional security, as well as environmental health in the face of global challenges including climate change. We do this through innovative science, strategic partnerships, linking research to development and capacity development that take into account gender equality and the role of youth in transforming the dry areas. ICARDA works in partnership with governments, universities, civil society, national agricultural research organization, other CGIAR research Centers, and the private sector. With its temporary Headquarters in Beirut, Lebanon, ICARDA operates in regional and country offices across Africa, Asia and the Middle East. For more information: www.icarda.org

Main responsibilities

- Act as the first point of contact for the Office of the Director General and effectively manage requests for information and queries from within and outside the organization; receive and screen incoming correspondence, calls and visitors and determine which are priority matters for Director General's attention.

Dalia Bldg. 2nd Floor
Bashir El Kassar Street,
Verdun Area, next to Arab Bank
P.O. Box 114/5055
Beirut, Lebanon,
Tel: +961-1-813301/3

- Provide the Director General with daily summaries of incoming requests and pending items requiring his or her attention.
- Manage the Director General's schedule, by coordinating appointments, business trips, conferences, virtual and other meetings.
- Assist the Director General with the preparation and management of meetings and events organized by Director General Office, including planning and organizing the agenda, logistical arrangements, drafting minutes of meetings and their final dissemination.
- Assist the Director General in managing approvals workflow in ICARDA's information management system (UBW).
- Act as liaison between the Director General office and other organizational units to ensure smooth and correct communication flows.
- Translate documents English/Arabic or vice versa as and when required;
- Draft, review, proofread, and edit correspondence and reports in English and Arabic, prepared for Director General's signature.
- Handle secretarial, procurement and financial office procedures for Director General Office, such as managing petty cash, ordering supplies, performing basic bookkeeping work, operating standard office equipment.
- Maintain accurate, complete and updated records of Director General's Office.
- Conduct regular reviews of office procedures and make recommendations for improvement.
- Perform other related duties as assigned by the Director General.

Education, qualifications and experience

Essential qualifications and competencies

- Bachelor's degree in Business Administration or related field.
- At least 8 years of relevant experience, including experience providing administrative support to Senior Management in an international and multicultural setting.
- Advanced level skills in Microsoft Office, Microsoft Outlook, Excel, Power Point, and in the use of Internet for research and information gathering; experience in the use of ERP systems.
- High degree of tact, discretion, and good judgement to effectively manage sensitive and confidential matters.
- Excellent priority setting, planning and organization skills.
- Ability to work effectively with a high degree of autonomy.
- Strong interpersonal and communications skills, with the ability to communicate and work effectively with a variety of stakeholders and audiences at different levels and of different cultural and disciplinary backgrounds.
- Ability to remain effective and keep good attention to detail under pressure.
- Excellent command of English and Arabic, written and spoken.
- Persistent and results oriented.

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Desirable qualifications and competencies

- Masters' in Business Administration or related field
- Familiarity with "Lean office" concept
- Experience in a research or development organization
- Knowledge of CGIAR.

Terms of appointment, salary and benefits

This is a nationally recruited position for which ICARDA offers an attractive compensation package including a competitive salary, medical insurance, 30 days of annual leave, five months' maternity leave, 15 days' paternity leave. The successful candidate will be offered an initial contract of 3 years, renewable subject to continued need for the position and satisfactory performance. The first year will be probationary period.

How to apply

Please apply online at www.icarda.org/iea/ by 15 September 2019. Applications will be considered until the position is filled.

ICARDA is committed to increasing women representation in its workforce and strongly encourages applications from women.

Applications will be acknowledged, but only shortlisted candidates will be contacted.

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