

IEA # 568



TAAT Wheat value chain project - Project Administrative Assistant

Reports to: Project coordinator

Location: Cairo, Egypt

Advertisement date: 27 June 2018

Closing date: 11 July 2018

Main purpose of position

The Project Administrative Assistant provides first level support to the Project Coordinator in the management of the day-to-day project administrative activities

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

Dalia Bldg. 2nd Floor | Bashir El Kassar Street, Verdun Area | P.O. Box 114/5055 | Beirut, Lebanon
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Main responsibilities

Successful candidate will among other assignments:

- Perform general office administrative duties
- Prepare reports, letters and other documents which may be confidential in nature
- Handle incoming mail, collection, distribution as well as mailing as directed
- Carry out photocopying, scanning of documents
- Carry out data entry and organize data in hard and soft copies
- Organize and maintain archive for all project team members and project partner
- Maintain records of casual contracts, payment disbursement and work schedule
- Prepare and carry out material procurement and track purchase orders as requested
- Request and maintain record of office stationeries supply
- Arrange travel through ICARDA travel authorization system
- Manage project team members & ICARDA scientists travel schedules and staff time for project related activities
- Handle logistic arrangements, travels, communication and proper documentations of all project-organized workshops, trainings and meetings
- Receive visitors to units in a courteous manner
- Answer telephone and direct requests to the appropriate unit and staff
- Respond to e-mail queries as directed
- Perform any other duties as assigned by the TAAT wheat project coordinator

Education, qualifications and experience

Essential qualifications and competencies

- BSc in Business Administration related field plus at least 3 years' experience in performing administrative and/or Secretarial work.
- Proficient with Microsoft Office (Outlook, Excel, Word and Power Point)
- Good command of English language
- Excellent organisational skills with the ability to work with minimal supervision
- Ability to work in a multi- cultural, multi ethnic and religious environment
- Ability to work effectively under tight deadlines with good attention to details

Desirable qualifications and competencies

- Knowledge of French
- Secretarial experience in a research Institution will be an added advantage.

Terms of appointment, salary and benefits

This is a nationally recruited position. The successful candidate will be offered an initial contract of 1 year, which will be a probationary period. Renewal of the contract is subject to satisfactory performance.

How to apply

Please apply online at www.icarda.org/iea/ by 11 July 2018.

We are an equal opportunity employer and encourage applications from qualified women.

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

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