

IEA # 578
UBW # 100156



Senior Program Secretary – Water, Land and Ecosystems Program (WLEP)

Reports to: Program Director

Location: Cairo, Egypt

Advertisement Date: August 1, 2018

Closing date: August 31, 2018

Main purpose of position

The incumbent will provide secretarial support to the Director of the program, as well as administrative and logistics support to the scientists within the program based in Cairo and other locations.

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
Tel: +961 1 813 301/03 | Fax: +961-1-804071

Main responsibilities

1. Provide secretarial support for the WLEP Director and staff in Egypt and other locations;
2. Provide administrative support for projects implemented jointly by WLEP and sister centers operating from Cairo;
3. Independently manage routine correspondence and act on them and maintain an open and accessible office for all staff members.
4. Prepare for and support meetings, workshops, travel, logistics etc. as required by the program, including minutes of meeting and follow up;
5. Develop and maintain an effective and efficient filing system for all documents of the program;
6. Support scientists with travel and purchases arrangements, including managing requests in the UBW system;
7. Maintain an updated list of contacts for the WLEP program
8. Manage office supplies and equipment;
9. Manage program publications and English translations to and from Arabic;
10. Perform any other task as requested by the WLEP Director or scientists.

Education, qualifications and experience

Essential qualifications and competencies

- Bachelor's Degree in business administration, English or other relevant area with 5 years' experience in advanced secretarial work and program office management.
- Proficiency in written and spoken English and Arabic, including drafting skills.
- Ability to establish and maintain effective communication and working relationships.
- Experience in Microsoft Office (Word, Excel and Power Point, Outlook) and other computer applications; databases, filing systems and general office equipment and ability to use corporate systems and other specialized applications.
- Excellent interpersonal skills and the ability to work effectively in multicultural and multidisciplinary teams.
- Experience in working with minimum supervision.
- Ability to be effective under pressure and willingness to extra hours when needed.
- Experience in working in an international, multi-cultural environment.
- High degree of integrity, discretion, and ability to maintain confidentiality.

Desirable qualifications and competencies

- Work experience in a research for development organization.

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 satisfactory performance. The first year will be probationary period.

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How to apply

Please apply online at www.icarda.org/iea/ by August 31, 2018

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

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

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