



ABAAD – Resource Center for Gender Equality

Job Vacancy | 1 Administrative Assistant
To be based in Beirut, Lebanon

(24 month assignment | Immediate Recruitment: 1 month probation)

JOB PROFILE

JOB TITLE: Administrative Assistant to the Director

LOCATION: Furn El Chebbak, Lebanon

ABAAD PURPOSE: ABAAD aims at achieving gender equality as an essential condition to sustainable social and economic development in the MENA region. ABAAD has a proven record in working in addressing GBV in emergency settings.

JOB PURPOSE:

Under the direct supervision of ABAAD's director, this position provides administrative and secretarial support for the director and the organization at large. In addition to typing, filing and scheduling, performs duties such as coordination of meetings and conferences, obtaining supplies and coordinating direct mailings.

REPORTING LINES:

Post holder reports to: ABAAD Director

KEY RESPONSIBILITIES:

- Provide full admin support to the team and various departments;
- Perform data-entry, documentation, printing and filing duties;
- Sorts and distributes mail. Draft written responses or replies by phone or email when necessary;
- Schedules and organizes activities such as meetings, travel, conferences and other organization activities for all ABAAD employees;
- Monitor calendar of team members and deadlines with donors;
- Liaise with stakeholders and suppliers;

- Ensures timely response to all correspondence;
- Establishes, develops, maintains and updates filing system for the director and the organization;
- Maintain a proper and user friendly filing and document control system for recording and tracking of all documents;
- Organizes and prioritizes large volumes of information and calls;
- Support ABAAD departments in daily admin roles and keep stock of stationary supplies for each department;
- Put up purchase requests for all approved purchases for the necessary approvals and verify invoices for the raised purchases upon delivery of goods and services;
- Assist on any ad-hoc tasks as required by the director;
- Serve as information clearing house for those who want info on GBV in MENA/Responds to regularly occurring requests for information;
- Liaise with Media Manager to distribute ABAAD newsletter and annual report to stakeholders.

SKILLS AND COMPETENCE:

- University degree in social science, business administration or related discipline, including gender and development;
- Proven track record of working in a similar capacity with a national and/or international NGOs in the region;
- Experience in field coordination, monitoring and follow up;
- Experience in event management and coordination;
- Ability to multitask; and ability to manage multiple deadlines
- High level of discretion and judgment;
- Excellent oral and written communication skills in English, French and Arabic;
- Demonstrable ability to work with others and as part of a team;
- Knowledge and skills in computer usage including word, excel, power point, and social media;
- Excellent organizational skills;
- Maintain hard and electronic resources in the library;
- Monitor inventories;
- Can support the team to deliver best outcomes in a very demanding workload;
- Independent worker;
- Anticipates problems and regularly provides solutions.

Application Procedures

Persons interested in applying for the position should send their CV along with a cover letter, to abaad@abaadmena.org no later than **February 23rd, 2015**. The email should include the job name stated above in the email subject, a cover letter, and writing samples of communication in reference to the aforementioned responsibilities.

Only shortlisted candidates will be contacted. Incomplete submissions will not be considered.

ABAAD is an equal employment opportunity organization.