

This job posting is open for Egyptian nationals only

Terms of Reference

Administrative Assistant

Project Title: Consolidating Peace, Security and Stability in Africa VII
Post Title: Administrative Assistant
Contract Duration: 4 months (1 September-31 December 2022) with possible extension
Implementing Partner: Cairo International Center for Conflict Resolution, Peacekeeping and Peacebuilding (CCCPA)
Application Deadline: **31 August 2022**

I. Background:

Anchored in the outcomes of the Aswan Forum and the TICAD 7, including the NAPSA, this project will contribute to accelerating the operationalization of the paradigm shift to resilience and the development-peace nexus.

It will focus on building and strengthening African national, regional, and continental ownership and capacities to prevent, respond and manage conflicts, and to effectively deliver post-conflict reconstruction and development efforts. It will also support continental efforts to build and sustain peace more effectively, utilizing and operationalizing the various tools at its disposal across the peace continuum.

The project will aim at advancing the AU-UN partnership on issues related to peace, security, and development through innovative approaches and the critical capacities needed in 4 key areas (project outputs):

- Enhanced African and Arab communities' resilience to Radicalization and Extremism Leading to Terrorism (PRELT) and Disarmament, Demobilization and Reintegration (DDR)
- Enhanced African and Arab capacities in Peacekeeping
- Enhanced African and Arab capacities in Conflict Prevention and Sustaining Peace
- Enhanced African & Arab capacities in addressing forced migration and combating human trafficking and smuggling of migrants.

Under the supervision of the Project Manager and Program Coordinator, the **Administrative Assistant** will be asked to assist with evaluating and monitoring the outputs of the project activities and ensuring their timely and efficient completion.

II. Duties and Responsibilities:

- Coordinates and manages the Director General's schedule of appointments and presents them with the updates on a daily basis.
- Arrange appointments/meetings both internal and external, some involving high ranking officials
- Ensure proper arrangements are made in a timely manner before any meeting attended by the Director General and coordinate, as appropriate and when necessary with other team members for this purpose. This includes:
 - preparations of presentations,
 - submission of talking points at least 48 hours prior to the meeting,
 - submission of CVs/bios,
 - preparation of publications to be distributed to guests,
 - informing other team members attending the meeting, informing security of the names of the attendees of the meeting if the meeting is held at CCCPA,
 - ensuring that post-meeting documents (minutes, memos, etc) are handed in on time, etc.
- Ensures that all relevant documents and information for any trip taken by the Director General are provided to them before their travel. This includes:
 - copy of the ticket,

- invitation letter,
- agenda,
- logistical note,
- hotel reservations,
- other relevant documents.
- Is responsible for taking notes during the meetings of the Director-General and staff meetings and updating the tasks tracking sheet.
- Corresponds with MoFA or other ministries and stakeholders to inform of the participation of the Director General and any other team member attending with him.
- Administrative and logistical support to events when necessary.
- Other duties as required by CCCPA management.

III. Competencies:

- Excellent administrative skills and strong qualities in working with teams.
- Organizational skills: Proven ability to demonstrate initiative in dealing with a large volume of work under time pressure, setting priorities, organizing work independently while meeting deadlines and adapting to a constantly developing working environment;
- Proven research ability;
- Ability to work with a high degree of accuracy and attention to detail;
- Excellent communication (oral & written) and interpersonal skills. Ability to act with tact, diplomacy, discretion and respect for confidentiality;
- Ability to conduct him/herself in a professional manner;
- Ability to take responsibility for one's own performance, by setting clear goals and expectations, tracking progress against the goals, ensuring feedback, and addressing performance problems and issues promptly
- Proficiency in MS Office Suite (Word, Excel, etc).

IV. Education

University degree in Business Administration, Office Management, or another related field is a must.

V. Work Experience

Minimum 3 years of relevant experience in administration or programme support service. Previous experience in supporting a senior official/CEO would be an asset.

VI. Languages

Mastery of Arabic AND English is required. A third language would be a valuable asset.

VII. Assessment Method

Evaluation of qualified candidates for this position will include a substantive assessment, which will be followed by a competency-based interview with CCCPA director.

Please address applications to applications@cairopeacekeeping.org with the subject heading "**Admin Assistant**". Applications should include a full CV and letter of motivation.

Only shortlisted applicants will be contacted.

Compensation is commensurate with qualifications and experience.

= = =