

Terms of Reference
Administrative / Logistics Assistant

Post Title:	Administrative / Logistics Assistant (SB-3)
Type of Contract:	Service Contract (SC)
Duration:	One Year (Renewable subject to satisfactory performance and availability of funds and to a maximum of 5 Years)
Salary:	In accordance with SC salary scale for Egypt
Duty station:	Cairo, Egypt
Report to:	ASRO Administrative Associate

1. Organizational Location

The Administrative/Logistics Assistant position is located in the Regional Office (RO). Under the overall guidance and supervision of the International Operations Manager (IOM), the Administrative/Logistics Assistant reports to the Administrative Associate. The Administrative/Logistics Assistant provides administrative and logistical support, maintaining full confidentiality in all aspects of assignment, maintenance of protocol procedures, information flow and follow up on deadlines and commitments made.

2. Job Purpose

The incumbent provides administrative and logistical support to the Operations Team and works in close collaboration with the Programme/Technical Team.

3. Key Activities and Expected Results Areas

- Review and prepare drivers' monthly overtime sheets, verify and certify daily vehicles' logs, and secure car rental services whenever deemed necessary;
- Manage local office procurement by ordering office supplies such as stationery supplies, toners, photocopying papers, business cards, printing materials, IT equipment and ensure enough stock for daily operations; Provide secretarial support during bidding processes (RFPs/ITBs) and act as an ex-officio for evaluation panels for procurement cases; Provide logistical support for programme supplies whenever requested;
- Raise requisitions on ATLAS and create receipts upon goods/service physical delivery;
- Prepare Travel Authorizations (TAs) for staff members and consultants' missions as requested;

- Prepare Note Verbales as requested especially for incoming visitors and new hires to facilitate their initial entry into the country; Liaise with the travel agency and handle air tickets booking for Programme cluster, Management and Operations;
- Act as a focal point with the mobile service provider in terms of activation/de-activation of voice lines, follow up on free points accruals and redemption, follow up on receipt and dissemination of Vodafone monthly mobile bills, and prepare/update monthly analysis sheet to reflect high/low voice and roaming consumption per each staff member;
- Manage the hard filing of mobile services and travel authorizations and the electronic filing system on Google Drive File Stream for the administration office;
- Regularly update ASRO contact list, the security staff list and warden list and update necessary information and as requested by Regional Security Adviser and Security Focal Point;
- Handle outgoing pouches and distribution of incoming pouches while keeping an updated log sheet for all incoming/outgoing pouches from/to the office;
- Resolve any issues related to ASRO office in terms of required repairs, maintenance, and office cleanliness and supervise cleaners daily work;
- Responsible for the clearance of incoming shipments and exportation for outgoing shipments whenever requested to do so, including necessary follow up with customs as required;
- Liaise with utility authorities in Egypt (water, electricity, natural gas authorities) and Telecom Egypt to solve any pending issues and whenever required as well as liaising effectively with shipping companies, car rental companies and establish contacts with different vendors and contractors as requested;
- Assist in asset management processes such as labelling and tagging, physical counts, and disposal of assets;
- Provide logistical and administrative support for regional events as requested;
- Support the Administrative Associate in the management of leave records as assigned.
- Perform any other duties, as may be assigned;

4. Work Relations

Internal partners include all other staff in the office. There will be need for close collaboration with the Programme and Operations Team as well as the Regional Directors/Deputy Regional Directors offices to resolve procedural and administrative issues and region specific issues. External partners include other UN agencies and COs. The incumbent will be expected to seek opportunities of collaboration with other UN agencies to mutually increase the efficiency of operations.

5. Job Requirements

Education:

University degree (bachelor degree) in any business related field.

Knowledge and Experience:

- Minimum of five years of previous experience in administrative and logistics functions;
- Good writing and communication skills (both English and Arabic);
- Strong interpersonal and organizational skills;

- Computer literacy - Word, Excel, Power-point, etc.;
- Good knowledge of Atlas/PeopleSoft is an advantage;
- Previous experience in the UN is an advantage;
- A working knowledge of English and Arabic languages (both written and spoken) is required;

Required Competencies

Core Competencies

- Achieving results;
- Being Accountable;
- Developing and applying professional expertise/business acumen;
- Thinking analytically and strategically;
- Working in Teams/managing self and relationships;
- Communicating for impact;

Functional Competencies

- Organized in providing procurement and logistics services;
- Managing data;
- Managing documents, correspondences and reports;
- Managing information and work flow;
- Planning, organizing and multi-tasking;
- Supporting financial data analysis
- Ensuring facilities and assets management;

UNFPA Work Environment

UNFPA provides a work environment that reflects the values of gender equality, teamwork, respect for diversity, integrity and a healthy balance of work and life. We are committed to maintaining our balanced gender distribution and therefore therefore encourage women to apply.

How to apply:

- 1- Please email your CV/Resume along with a cover letter and P11 Form to asrovacancies@unfpa.org - noting that P11 Form is a must
- 2- Please specify the position title in the email subject
- 3- Only applications sent to asrovacancies@unfpa.org will be considered
- 4- Applications received after the deadline of August 27th, 2018 will be disregarded