



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

- Daily vehicles management and coordination of drivers' schedules, review and prepare drivers' monthly overtime sheets, verify and certify daily vehicles' logs, and secure car rental services whenever deemed necessary;
- Manage local office procurements 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;
- 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 to facilitate acquisition of visas for staff members official missions;



- 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 and electronic filing system for the administration office;
- Regularly update the security staff list and warden list and update necessary information on UNDSS website and update Send Word Now data system;
- Act as a secretary for OMT meetings as well as ASRO Operations meetings;
- Handle outgoing pouches and distribution of incoming pouches; handle dispatch of staff medical monthly claims;
- Regularly update ASRO Staff Office Hours sheet and ASRO Contact List sheet;
- Work in close collaboration with Receptionist/Bldg. Maintenance Clerk to resolve any issues related to ASRO office in terms of required repairs, maintenance, and office cleanliness;
- Draft correspondence and follow up with different authorities and entities such as Ministry of Foreign Affairs (MOFA), Mogama'a El Tahrir, traffic offices, and customs authorities;
- Facilitate and follow up with different Egyptian authorities with regards to securing entry visa for UNFPA visitors, obtaining or extending residence visa for UNFPA ASRO international staff;
- Handle customs clearance of newly purchased vehicles and equipment and responsible for the clearance of incoming shipments and exportation for outgoing shipments for staff and for the office, including all cycle of paper work and necessary follow up with customs;
- Assist in the yearly renewal of office and international staff vehicles licenses by liaising with different traffic offices and related authorities and handle the renewal of staff airport access cards;
- Meet UNFPA visitors at airport when requested to facilitate and expedite their entry at Cairo Airport; When requested, assist in handling claims of lost luggage for UNFPA staff;
- 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;
- Create trackers and spreadsheets as required;
- Provide logistical support during regional events;
- 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 5 years of previous experience in administrative and logistics functions;
- Good knowledge of protocol;
- 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;
- Good writing and communication skills;
- Fluency in English and Arabic languages is required;

Required Competencies

Core Competencies

- Good interpersonal skills and team player;
- Highly motivated, flexible and capable of working under pressure;
- Capable of developing clear goals that are consistent with agreed strategies;
- Identifies priority activities and assignment;
- Adjust priorities as required; allocates appropriate amount of time and resources for completing work;
- Uses time efficiently;
- 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

- Providing logistical support;
- Managing data;
- Managing documents, correspondences and reports;
- Managing information and work flow;
- Planning, organizing and multi-tasking;
- Supporting financial data analysis;

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 encourage women to apply.