Job Announcement

Background

Funded by the African Water Facility, and implemented by CEDARE under the auspices of NAMCOW, the Water MDGs program in North Africa relies on collaborative efforts to strengthen the monitoring and evaluation systems of the water sector with its multi-disciplines in six countries including Egypt, Libya, Tunis, Algeria, Morocco and Mauritania.

Because water sector monitoring and evaluation has been considered the weakest link in the road map process to the MDGs in Africa, there is dire need for monitoring and evaluation of progress towards achieving the water supply and sanitation MDGs. Other water resources development and sectoral utilization indicators also need to be monitored to assess trends and project future needs as well as to set long and short term policies. The program's objectives ultimately aim at sustainable use and management of water resources and improved water and sanitation services provision for socio-economic development.

Vacancy Details

Post Title	Regional Administrative Assistant
Project Title	A Water MDGs M&E Program in North Africa
Duration	15 months
Closing Date	10 April 2012

Duties and Responsibilities

Under the overall supervision of the Regional Project Coordinator, the Regional Administrative Assistant shall:
- Perform a variety of secretarial and administrative related duties in order to ensure the efficient day-to-day running of the project including but not limited to:
    - Make travel reservations and Hotel bookings
    - Make all necessary arrangements for meetings and workshops
    - Take notes and minutes during meetings and type meeting reports.
    - Receive and register phone calls and messages.
    - Keep records of Coordinator's calendar and appointments.
    - Follow up on Coordinators tasks assigned to project personnel.
    - Properly file project documents and correspondence.
    - Send faxes, scan and copy documents.
    - Maintain electronic list of contact people.
    - Maintain personnel records of attendance, annual leave,....etc.

Job Requirements

- 1-10 years of secretarial or administrative experience, preferably in similar fields
- Excellent PC skills including strong Word Formatting, Excel, Power point and Outlook knowledge including (mail, contacts, tasks and appointments)
- Excellent administrative skills
- Ability to work under pressure, manage and prioritise workloads, and work for long hours when needed.
- Excellent oral and written communication skills in Arabic, English and French.
- Well-organized filing capabilities.
- Fast Arabic and English typing skills.

Submission of Application

Qualified candidates may submit their application, including a letter of interest in English addressed to the chairperson of the search committee; a personal photo and a complete English Curriculum Vita to the following email address: namcow@cedare.int

Additional Considerations

- Applications received after the closing date will not be considered.
  Only those candidates that are short-listed will be notified.
- Qualified female and male candidates from North African project countries (Algeria, Egypt, Libya, Mauritania, Morocco, and Tunisia) are encouraged to apply.
- CEDARE reserves the right to appoint a candidate at a level below the advertised level of the post.
- Regular working hours are from 8:00 am to 5:00 pm.
- Travel may be expected.
- Monthly salaries will be paid according to approved monthly timesheets.
- Official working days are Sundays through Thursdays.
- CEDARE is a non-smoking organization.

For more information on the project and the organizations involved, including its core values and competencies, please visit the following websites:

water.cedare.int
namcow.cedare.int
www.africanwaterfacility.org

Benefits

- Health Insurance as per CEDARE rules and regulations may be available upon request.
- Customs Exemption for foreign staff on personal items and vehicle (some restrictions may apply)
- Tax exemptions on salaries.
- 12 days of official paid holidays per year
- 2 days of accrued paid annual leave per month (24 working days per year)