

Administrative Assistant at the Ministry of Environment

I. Position Information

Job Title: Administrative Assistant

Duty Station: Ministry of Environment

Reports to: Chief of Service or Head of Department

Duration of Employment: 1 year – including a 3-month probation

II. Scope/Objective

The project entitled “Technical Assistance to the Ministry of Environment” is being implemented by the Ministry of Environment with the support of the Italian Government through the Italian Embassy. The project aims to strengthen MoE capacities to better assume its mandate as set by law 690/2005 and decree 2275/2009.

The Ministry of Environment requires 7 administrative assistants as per the details below.

III. Functions / Key Results Expected

- Clerical work (photocopying, printing, typing, formatting, registering, archiving, etc.) as required by the Chief of Service/ Head of Department
- Coordinate with Ministry staff and follow-up on internal memos and issues within the institution
- Prepare day-to-day correspondence and reports for the Service/ Department
- Follow-up telephone calls and meetings as per request of the Chief of Service/ Head of Department
- Support in the organization of public events and meetings, including minutes of meetings
- Respond to requests for information by the Service/ Department

IV. Recruitment Qualifications

Education: University degree in public administration or business administration or equivalent; Technical degree (BT-TS) in secretariat or equivalent

Experience: Experience in administration is a plus

Language Requirements: Arabic and English or French

Computer Skills: The applicant must be fully proficient in Windows environment and full Office package.

Interested candidates should send their CVs **(in the specified form attached)** along with supporting documents (degrees, experience, etc.)

THE CV MUST BE PUT IN A FULLY ANONYMOUS ENVELOP ADDRESSED TO:

Ministry of Environment - Office of the Minister
Lazarieh Center – Block A4 New – 8th Floor – Office 8-6

The envelope must only refer to the position:

“Administrative Assistant Position”

NON ANONYMOUS APPLICATIONS WILL BE DISCARDED WITHOUT BEING EVALUATED

Deadline: September 13, 2010 – 12:00 noon

Only pre-selected candidates will be interviewed

Interviews will be in Arabic, English and/or French.