

Call for Candidatures

“Administration Assistant” (Ref. no. Administration Assistant/2022-3)

The Anna Lindh Euro-Mediterranean Foundation for the Dialogue between Cultures, ALF, (<https://www.annalindhfoundation.org>), created in 2005 and based in Alexandria is registered by the Egyptian Ministry of Foreign Affairs as an international intergovernmental organisation and its aim, according to its statutes, is to promote the dialogue between cultures and to contribute to the visibility of the Barcelona Process through intellectual, cultural and civil society exchanges.

To fulfil its objective, the Foundation mainstreams youth, gender equality and networking with a clear determination to lead regional and local intercultural dialogue initiatives that are useful for societies and institutions with a very pragmatic approach. Its action grounds on the two main bodies of the Foundation: The Civil Society Network of its National Networks with more than 4.000 members and the 41 Member States of its Board of Governors.

Eligibility

Applicants must be nationals of one of the 42 (UfM) countries:

(Albania, Algeria, Austria, Belgium, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Egypt, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Israel, Italy, Jordan, Latvia, Lebanon, Lithuania, Luxembourg, Malta, Mauritania, Monaco, Montenegro, Morocco, Palestine, Poland, Portugal, Romania, Slovak Republic, Slovenia, Spain, Sweden, Syria, The Netherlands, Tunisia and Turkey).

Applicants (Egyptians or foreigners) must live in Egypt at the time of the signature of the contract.

Job location

The position is based in Alexandria, Egypt, from the Foundation premises.

Combined retribution

The annual gross combined retribution amounts 12.000 euro.

Insurances

In addition to the combined retribution, Medical, Accidental death and dismemberment and Life insurance scheme are covered by the Foundation in good reputable companies.

Contract typology

Local contract or International service contract depending on the nationality of the selected candidate. Local contracts are subject to monthly deductions according to the regulations of the Egyptian Income Tax Authority and Egyptian Social Insurance Authority. International service contracts are free of Egyptian taxation, but they are not exempt from the abroad local income tax, if any.

Starting date

The estimated start of the contract is foreseen for September the 15th 2022.

Duration

The duration of the contract is 12 months, terminating on September the 14th 2023. The signature of a new contract is possible subject to availability of funds and satisfactory performance assessment.



Profile

The Administration assistant will perform a variety of administrative tasks, assisting with the day-to-day operations of the ALF office and handling the Foundation's general administrative activities, particularly those related to the leaves and database management and to the control of the venues maintenance and cleaning tasks.

Key responsibilities

- Keep proper and updated staff leave records, produce monthly and annual reports in accordance with ALF Human Resources Manual and contribute to solve related enquires
- Control the daily work of the ALF premises Service Team related to the venues maintenance, cleaning and security and follow up the daily work of office clerks to ensure support to staff
- Act as focal point for mission channel management to follow up approvals and reimbursements and between staff and IT support to respond to needs
- Maintain equipment data base, update contact list and coordinate with the staff for daily administrative needs
- Support the administrative work related to launching vacancy calls, collecting CVs and organising interviews

Requisites

- Bachelor's degree in a relevant field related to the key above-detailed responsibilities
- Minimum three years of work experience as administrative assistant
- Excellent written and oral Arabic skills
- Excellent written and oral English skills
- Proficient knowledge of standard computer software (MS Word®, Excel®, PowerPoint and Outlook®)

Assets

- Experience of at least three years of work in Southern Mediterranean countries
- Experience of at least two years of work in logistical arrangements for meetings and events
- Specific training courses related to administrative fields
- Familiarity with the work of Anna Lindh Foundation

Applications

Interested candidates must complete and submit the below form in English only before August the 31st 2022 at 23:59 Central European Time (CET):

<https://www.annalindhfoundation.org/jobs-opportunities/administration-assistant>.

Candidates must upload a motivation letter of no more, nor less than two pages (Arial 11, simple space) and a detailed Curriculum vitae of no more than four pages, which has to follow the Europass template (<https://europa.eu/europass/en>), both in English only.

A confirmation message will automatically be displayed upon submission of the application.

Only complete applications, meeting the eligibility criteria and submitted before the deadline will be considered.

Due to the high volume of requests, responses to individual requests will not be provided.

Only shortlisted candidates will be contacted.

