Part time consultant: Administrative Support Officer

The British Council is seeking a part time consultant to work as an administrative support officer to provide administrative and logistics support to the project office based at the Ministry of Youth and Sports.

Details

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| **Location** | Ministry of Youth and Sports, Adlieh Beirut, Lebanon  |
| **Duration** | 1 August 2017- 31 July 2018 |
| **Closing date** | Wednesday 26 July 2017  |

Role overview

1. **Project description**

The project involves providing technical assistance to the Ministry of Youth & Sports and the Youth Forum in particular, along with other relevant stakeholders in government and civil society. The focus of the technical assistance is to support them to improve their effectiveness in the roles they can play to promote the priorities in the National Youth Policy. It is also to ensure that there is an improvement in co-ordination, accountability and scrutiny mechanisms for Youth policy. This includes increasing the means by which youth organisations are engaged on decision-making processes relating to youth within government and parliamentary processes.

The two specific objectives of the project are to:

* Enhance the roles of the Ministry of Youth & Sport and Youth Forum to progress priorities for youth and national Youth Policy
* Enhance co-operation, governance and accountability in relation to National Youth Policy and priorities for youth.
1. **Role description**

The post holder will be responsible for supporting the Team Leader and the project office at the Ministry of Youth and Sports in providing administrative and logistics support as a part time consultant.

Therefore, s/he is required to demonstrate excellent organisation skills, communication, and team working skills, as well as administrative and ICT competencies in full compliance with British Council and EU corporate standards.

The selected post holder will report to the Team Leader.

Under the supervision of the Team Leader, the post holder will perform the following tasks:

Day to day administrative support to project office

* Creating templates, files, and documents needed for the project
* Drafting texts for summaries, invitations, official communications, newsletters, posts, etc
* Creating and merging contact lists (Stakeholders, Project Contacts)
* Making phone calls to contacts or follow up calls with stakeholders, and partners
* Assisting in drafting of TORs, reports, executive summaries
* Assisting in filling timesheets and invoices
* Preparing minutes of meetings
* Sending minutes of meetings and action points
* Retaining and archiving key documents

Day to day support for team leader:

* Assisting with Excel, Microsoft word, PowerPoint, and any other ICT support
* Helping in collecting documents and annexes related to event reporting, progress report, and monthly report
* Support in formatting reports
* Translating to Arabic and typing documents developed by the team leader

Collect M&E data and data entry:

* Data entry for survey results, pre-test results, post-test results, attendance sheets, any other relevant document
* Scanning attendance sheets and documents from events

Prepare and organize logistics for meetings and events:

* Follow up on procedure, ensure efficient and timely booking of venue, flights and accommodation arrangements as necessary, organising hospitality, transport, accommodation, marketing materials and management of external speaker requirements therefore contributing to the successful running of events.
* Procuring needed stationary and training material
* Organize travel logistics to non-key experts booking accommodation, travel transfers, general enquiries, etc

Communication and customer service

* To be responsible for internal and external project communication, including responding to internal and external enquiries: preparing Letters to ministries or partners, following up with them on reports,
* To support sharing Project information locally and regionally by supporting in the update of the calendar, sharing information about the project.

Managing key relationships:

Stakeholders include:

* Team leader
* Project experts
* Ministry of Youth and Sports staff
* British Council team
* Suppliers (hotels, taxi companies, restaurants, travel agencies, etc.)
* Youth stakeholders and partners
1. **Role Requirements**

Post holder must be eligible to work in Lebanon. When required, successful candidate needs to secure, at his/her own cost and liability, the appropriate work and residency permits and any other required document, as well as any renewals thereof, from the Lebanese competent authorities.

Post holder is expected to work for a total of 24 hours a week, agreed with the team leader. Post holder will be remunerated on a daily rate basis of 75,000LBP paid monthly.

Hours are variable according to events and can include evenings and occasional weekends. The role includes representing the British Council at external events where appropriate. On certain days it may be necessary to work longer hours to cater for key deadlines.

1. **Qualifications**

**Essential**

* At least obtaining a Lebanese baccalaureate degree or its equivalence
* Ability to work under pressure
* Ability to abide by tight deadlines
* Excellent writing skills
* Excellent communication skills
* Fluency in Arabic and English both in writing and speaking
* Competent ICT skills

How to apply

Interested candidates are kindly requested to send their CV along with a cover letter highlighting tailored to the above minimum qualification;

To the email: job.vacancy@lb.britishcouncil.org with the subject line: “Part Time Admin Support Office Consultant – PoliYouth project”.

*Please note we can only respond to shortlisted applicants and only within five working days of the application deadline.*

Application pack

1. Terms of Reference