

Log/ Admin Officer - Beirut

Employer: CARE International - Lebanon

Deadline for applications: Saturday 1st of June 2013

JOB DESCRIPTION

Position: Log-Admin officer

Location: Beirut- Lebanon

Reports to: Country Representative

Position Summary:

CARE International - Lebanon is seeking qualified Logistics and administration officer for its Lebanon Country Office, in Beirut. She/he will be responsible for the preparation, planning and implementation of all administration and logistical aspects for the various emergency response operation of CARE International - Lebanon in response to the Syrian crisis implemented in Lebanon.

Immediate tasks:

1. Participate in Finalizing the registration process of CARE International - Lebanon and conduct all necessary tasks to support the setup of CARE operation
2. Participate in the setup of the office/ Guesthouse in Lebanon
3. Responsible for ensuring the effective and efficient operation of the office.
4. Responsible for requesting, monitoring, managing and reporting on office stock,
5. Manage all procurement for the operation, including purchase orders, contracts for goods and services and travel.
6. Identify, interview and qualify potential new suppliers.
7. Maintain Human Resources Management (HRM) files
8. Responsible for the accurate recording and filing of all administrative procedure concerning local employees (ID's, labour contract, job descriptions, leave and holiday entitlement, warnings, discharge documents, etc
9. Under supervision of the country representative,, representation of CARE International - Lebanon towards local authorities in the respect of the organization image and principles;
10. Under supervision of country representative, participation in external coordination meetings
11. Assist with translation of documents from Arabic to English and vice versa.
12. Report to the country representative

Main responsibilities

1. Ensure basic adequate financial systems and cash management across the programme in line with CARE Finance guidelines

2. Ensure basic human resource and administrative policies and procedures for recruitment and management of national staff (terms & conditions of employment, grades & positions, salary structure, benefits, disciplinary procedures, termination). Ensure compliance with local labour laws and coordination with local counterpart, UN and NGO agencies.
3. Ensure basic country procedures and policies for the logistics management (supply chain, vehicle fleets, communication systems, emergency preparedness and, when delegated by the Country Representative, security in line with CARE guidelines and procedures)
4. Support technical teams in budget design for proposals

QUALIFICATIONS

- A degree in Business, Administration, Logistics or relevant field of study, or equivalent experience.
- Minimum 2 years' experience in administrative or operational support functions with an international organization in Lebanon or with the private sector.
- Demonstrated attention to details, ability to follow procedures, meet deadlines and work independently and cooperatively with team members.
- Strong organization, management and negotiation skills
- Problem analyzing and solving, decision making skills, considering available options and concentrating on results.
- Computer literate with a high degree of proficiency and productivity.
- Must have a valid driver's license.

LANGUAGES

Arabic: Excellent **English:** Excellent **French:** Desirable

Submission guidelines: Due to the urgency to fill this position, applications will be reviewed and shortlisted as they are received. The position will remain open until filled.

It is a fixed term local contract of minimum 6 months, Salary and benefits to be discussed.

Please email your application to recrutement.finances@carefrance.org quoting the reference: **Lebanon/Log-Admin Officer/NAME**. All applications should be accompanied by a cover letter and a CV with daytime telephone contacts and contact details for three referees.

CARE is an Equal Opportunity Employer, promoting gender, equity and diversity; therefore women are strongly encouraged to apply.

Only Short listed candidates will be contacted.

CONTACT INFORMATION

Email: recrutement.finances@carefrance.org

Fax:

Website: