



يُدعم من الاتحاد الأوروبي
Co-funded by the European Union



Job Title: Office Manager

Location: Cairo (with travel)

Position Type: Full time

Reports to: PIU Director/Deputy Director

Start Date: 15 January 2019

Program Background

TVET II is co-financed by the Government of Egypt and the European Union. The programme aims at improving the structure and the performance of the TVET system, to better respond to Egypt's rapidly changing socio-economic needs, with focus on youth employability and national competitiveness. This reform has been identified by policy makers, experts and the GoE as a high priority, due to its potential role as a contributor to the reduction of unemployment, the promotion of social equity and the enhancement of the country's global competitiveness. The programme consists of the following three main areas: (I) Improving the Governance of the Egyptian TVET System. (II) Enhancing the Relevance and Quality of TVET. (III) Supporting the Transition to Employment. The programme shall be implemented by the Ministry of Trade and Industry (MTI).

Role and Responsibilities

- Organize and schedule meetings and appointments, organize office operations and procedures
- Provide general support to visitors
- Responsible for creating PowerPoint slides and making presentations
- Manage PIU Director's schedules, calendars and appointments
- Responsible for managing office services by ensuring office operations and procedures are organized, correspondences are controlled, filing systems are designed, supply requisitions are reviewed and approved and that clerical functions are properly assigned and monitored
- Assign and monitor clerical, administrative and secretarial responsibilities and tasks among office staff
- Perform review and analysis of special projects and keep the management properly informed
- Participate actively in the planning and execution of PIU events
- Coordinate office staff activities to ensure maximum efficiency
- Design and implement filing systems, ensure filing systems are maintained and current
- Establish and monitor procedures for record keeping
- Implement procedural and policy changes to improve operational efficiency
- Prepare operational reports and schedules to ensure efficiency

Requirements:

- Bachelor's Degree (or equivalent academic qualification) in a relevant field such as: management, business or commerce
- Certification and accreditation in project management is an asset
- Experience in managing joint projects with Private and EU bodies
- Proven office management, administrative or assistant experience
- Knowledge of office management responsibilities, systems and procedures
- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- Strong organizational and planning skills
- Proficient in MS Office
- Knowledge of accounting, data and administrative management practices and procedures
- Knowledge of clerical practices and procedures
- Knowledge of human resources management practices and procedures
- Knowledge of business and management principles
- Computer skills and knowledge of office software packages
- Positive attitude, customer oriented with good multi-tasking and organizational ability
- Systems orientation, ability to work on different financial and accounting application
- Very Good English and Arabic, both spoken and written.