



- **Looking for:** Administration Assistant
- **Working with:** Strong Cities Network at Institute for Strategic Dialogue
- **Reporting to:** Senior Regional Project Manager
- **Location:** Beirut
- **Type of Contract:** Part-time, fixed term (12 months) consultancy agreement
- **Start Date:** As soon as possible
- **Salary:** 120USD per day (all inclusive)

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The Strong Cities Network is seeking a part-time **Administration Assistant** to assist the project team with an ongoing project supported by the Danish Ministry of Foreign Affairs. The project is part of Strong Cities Network programme, and is a multi-year Capacity Building project for municipal frontline practitioners in Lebanon and Jordan, focusing on practitioner exchanges and capacity building in the fields of social cohesion, conflict and violent extremism prevention methodologies for the work with youth.

### Position summary

The administration assistant is needed for 5-7 days a month to carry out basic financial and organisational tasks to support the project team with the administrative aspects of the project.

### Key responsibilities

- Expense reporting
- Clerical duties
- General record maintenance
- Coordination with vendors
- Travel logistics and bookings
- Provide admin and operations support to project team
- Team security administration

### Qualifications

- Methodical attention to detail
- Organisational skills
- Excellent written and verbal communication skills
- Written and spoken English and Arabic language fluency
- Experience as an administrative assistant and working within the public and NGO sector
- Proficiency in MS Office (MS Excel and MS PowerPoint)
- B.A in Accounting, Finance, Business Administration or equivalent (desirable)

### Application process

Please send your CV and cover letter to [lebanon@strongcitiesnetwork.org](mailto:lebanon@strongcitiesnetwork.org)

**Deadline CoB 16<sup>th</sup> November 2017**

*Please note that only short-listed candidates will be contacted and applications without a covering letter will not be considered.*

<http://strongcitiesnetwork.org>