

## Terms of Reference

### **Administrative Officer**

#### **Background and Objective**

The National Commission for Lebanese Women (NCLW) is an official body, which was established in 1998 by law 720, and is directly affiliated to the Presidency of the Council of Ministers (PCM). As a National Women Machinery, NCLW works on enhancing the status of women and ensuring equal opportunities between men and women as well as gender mainstreaming in public administrations. NCLW acts as the consultative body of the government and of national councils and institutions on all issues related to the status of women including gender-based issues.

Based on the above and under the overall guidance of the NCLW Executive Director, NCLW is looking to hire a full time Administrative Officer.

He/She will be responsible on receiving and directing visitors, as well as forwarding communication flow and following up with duties that may include getting calls, word processing, creating spreadsheets and presentation, and filing.

Additionally, administrators are often responsible for office projects and tasks, as well as overseeing the work of junior admin staff.

#### **Responsibilities and Tasks**

- Organizing and managing schedules and calendars in cooperation with the executive assistant
- Receiving and processing communication channels, including email, phone, and physical mail
- Assisting with payroll and personnel databases with the executive assistant
- Conferring with accounting department to help make payments, process incoming invoices, and verify receipts with the executive assistant
- Ensuring functionality of necessary office equipment, and requisitioning new equipment and supplies as needed
- Offering assistance in organizing events, including ordering materials and requisitioning meeting spaces
- Creating reports and memos
- Assisting with job postings and preparation of interviews
- Assisting the IT in posting on social media
- Updating the assets documents twice per year (with labeling and referencing)
- Acting as a cashier as per the financial policies

## **Knowledge, Skills and Abilities**

### **Educational Background**

- A degree in Office administration is required or any relevant field
- An experience of minimum 2 years in a similar position

### **Knowledge**

- Strong knowledge in Microsoft Office Suite
- Must be highly organized and self-motivated
- Knowledge about social media platforms

### **Skills**

- Possesses strong communication skills
- Able to handle multiple tasks at the same time
- Notable organizational skills and the ability to provide organization and structure that others can follow
- Excellent organizational and communication skills
- Ability to work alone or as a team player

## **Submission Guidelines**

Interested candidates in this position should send their CV along with a cover letter to [info@nclw.gov.lb](mailto:info@nclw.gov.lb) and include the job title mentioned above in the email subject and cover letter by July 8, 2021. Applications received after the closing date will not be considered.

Only shortlisted candidates will be contacted.

Kindly note that the salary will be paid in Lebanese Pound.