

## Call for Candidatures “Administration & Premises Assistant” Ref.no. /2024-18)

The Anna Lindh Foundation, ALF, (<https://www.annalindhfoundation.org>), created in 2005, as an international intergovernmental organisation based in Alexandria. The Foundation, inspired by Anna Lindh's legacy, is committed to fostering intercultural dialogue within its mission of nurturing inclusive societies where diversity is celebrated and everyone's voice is valued. By promoting peace, justice, and strong partnerships, the Foundation strives to create a world where people from diverse backgrounds live in harmony through open and meaningful intercultural exchanges.

ALF brings together organisations, institutions, policy makers, and other change makers from all Euro-Med countries to open a dialogue and cooperate. People meet, learn, and collaborate, through the Foundation's different projects and initiatives in different fields to empower them to create a chain of positive change that touches more lives and communities. Its action grounds on the two main bodies of the Foundation: It's Civil National Networks with more than 4,500 members and the 42 Members States of its Board of Governors

### **Eligibility**

Applicants must be nationals of one of the 43 (UfM) countries:

(Albania, Algeria, Austria, Belgium, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Egypt, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Israel, Italy, Jordan, Latvia, Lebanon, Lithuania, Luxembourg, Malta, Mauritania, Monaco, Montenegro, Morocco, North Macedonia, Palestine, Poland, Portugal, Romania, Slovak Republic, Slovenia, Spain, Sweden, Syria, The Netherlands, Tunisia and Türkiye).

### **Job location**

The position is based in Alexandria, Egypt, from the Foundation premises.

### **Combined retribution**

The annual gross combined retribution amounts up to 12.000 euro. Additionally, international staff members based in Alexandria are entitled to one-time installation allowance calculated at two months of the basic retribution (equal to 1.200 euro) for moving from their home country to the duty station.

### **Insurances**

In addition to the combined retribution, Medical, Accidental death and dismemberment and Life insurance scheme are covered by the Foundation in good reputable companies.

### **Contract typology**

Local contract or International service contract depending on the nationality of the selected candidate. Local contracts are subject to monthly deductions according to the regulations of the Egyptian Income Tax Authority and Egyptian Social Insurance Authority. International service contracts are free of Egyptian taxation, but they are not exempt from the abroad local income tax, if any.

### **Starting date**

The estimated start of the contract is foreseen for 15 November 2024.

### **Duration**

The contract shall last until 31 June 2025. The signature of a new contract is foreseen subject to availability of funds and satisfactory performance assessment



### Profile

Under the supervision of the Head of Administration, Contracts and Grants, the Admin & Premises Assistant will support the day-to-day operations of the ALF office/premises management to ensure a pleasant and efficient work space. He/she shall handle the administrative needs of the ALF Secretariat in general and particularly the ones related to the premises, along with the relevant requirements from the staff. He/she shall act as the focal point with external service providers in relation to maintenance, bill settlement, IT, purchase of office requirements, needs replenishments, processing orders of supplies and stock control.

### Key responsibilities

- Conduct regular checks about the conditions of the premises and the work space and act proactively to ensure responding to all related needs and recommending solutions
- Initiate renovations, interior finishing and enhancement, preventive and regular maintenance plan for different assets of the Foundation to include elevator, AC system, pest control, generator, etc.
- Supervising labor during the maintenance and interior work implemented within the premises and processing clearance upon completion of work
- Maintain contracts and act as focal point with external service providers relevant to the premises, monitor their performance and ensure renewal and/or recommend proper action where needed
- Supervise the Service and Security teams in their daily work to ensure the proper conditions of the building
- Responsible for controlling the stock and monitoring the consumption of different office supplies (office refreshment, cleaning materials, stationary, toners, etc.), implement a replenishment plan and timely process the related purchase orders in compliance with the Foundation's system
- Handle the settlement of monthly utility bills on due dates and maintain the appropriate documentation (electricity, telephone, internet, etc)
- Obtain price quotations and prepare price comparisons and draft procurement orders for the necessary supplies needed for the Administration and Finance Unit
- Manage the monthly custody of the Unit in relation to the premises, ensure recording the cash flow of each transaction and drafts the monthly custody report with the necessary documentation
- Maintain records of office equipment and participate in the process of annual inventory count of assets.
- Responsible for uploading the control sheets of the Unit in relation to different programmes of the Smartsheet platform
- Assist in the regular/daily admin work across the Unit including drafting reports and creating an organised soft copy filing system
- Carry out other duties related to the profile assigned by the Head of Administration, Contracts and Grants

### Requisites

- Bachelor's degree in a relevant field related to the key above-detailed responsibilities
- Minimum two years of work experience in an administrative field
- Minimum two years of work experience in areas related to interior and finishing work
- Good written and oral English and Arabic skills
- Proficient knowledge of standard computer software (in particular MS Word® and Excel®)

### Assets

- Knowledge and experience in handling maintenance work
- Experience as focal point with different service providers
- Dynamic and proactive personality, with punctuality and attention to details with strong communication and negotiation skills
- Specific training courses related to administrative fields
- Experience working in an international organisation



## Applications

Interested candidates must complete and submit the below form in English only before 15 November 2024 at 23.59 Central European Time (CET).

Candidates must upload a motivation letter of no more, nor less than two pages (Arial 11, simple space) and a detailed Curriculum vitae of no more than four pages, which has to follow the Europass template (<https://europa.eu/europass/en>), both in English only.

A confirmation message will automatically be displayed upon submission of the application.

Only complete applications, meeting the eligibility criteria and submitted before the deadline will be considered.

Due to the high volume of requests, responses to individual requests will not be provided.

Only shortlisted candidates will be contacted.

## Online form

### About You

First Name/Last Name

Gender

Nationality (43 UfM countries)

Date of Birth

Mother tongue

Current address

Postal Code

Country

### Contact Details

E-mail Address

Mobile Telephone Number

## Online form

- **Do you hold a bachelor's degree in a relevant field related to the key above-detailed responsibilities?**  
If yes, please specify the BA degree and field of study
- **Do you have a minimum of two years of work experience in an administrative field?**  
If yes, please detail the tasks handled in relation to the key responsibilities listed above and your added value
- **Do you have a minimum of two years of experience in areas related to interior or finishing work?**  
If yes, please indicate the monitoring systems you have applied
- **English language level**
- **Arabic language level**
- **Do you have proficient knowledge of standard computer software (MS Word®, Excel®, PowerPoint and Outlook®)?**  
If yes, please specify
- **Do you have particular knowledge and/or previous experience in handling maintenance work?**  
If yes, please indicate the fields undertook and the main challenges you faced
- **Do you have experience acting as focal point with different service providers?**  
If yes, please explain what type of service providers you have dealt with and the specific tasks performed
- **Do you hold a specific training certificate related to administrative fields?**  
If yes, please specify the training obtained and the fields covered



- **Do you have work experience in an international organisation?**

If yes, please specify where and the tasks handled

**File Uploads**

Please upload a motivation letter of no more, nor less than two pages (Arial 11, simple space) and a detailed Curriculum vitae of no more than four pages, which has to follow the Europass template (<https://europa.eu/europass/en>), both in English only.

**I agree with the ALF privacy policy**

- From where did you hear about this opportunity?
- By participating in this call for candidatures, the applicant accepts the provisions of the ALF regarding patents, privacy and intellectual property and the protection of personal data [link to the legal text] [Mandatory check box to be able to submit the application] and accepts to be subscribed to receive updates about the Foundation's activities and future opportunities [Mandatory check box to be able to submit the application]

