

Term of Reference (TOR)**Title: Admin & Event Coordinator**

PROJECT: USAID Center of Excellence for Energy in Egypt

JOB LOCATION: Cairo, Egypt, COE Office at Ain Shams University

REPORTS TO: In-Country Director

COE is hiring a new staff position to support the COE office at Ain Shams University in Cairo, Egypt. This is a full time position and office attendance is required.

Project goal:

Arizona State University (ASU-US) established the Center of Excellence for Energy (COE) in Egypt with funding and support from the United States Agency for International Development (USAID/Egypt). COE is a partnership between ASU-US and three Egyptian partner universities (EPUs): Ain Shams University (ASU-EG), Aswan University (AU), and Mansoura University (MU).

PRIMARY PURPOSE:

The Administration & Events Coordinator (AEC) will assist with the center's administrative tasks including document preparation, meeting coordination, preparing of correspondence, scheduling meetings, record keeping of meetings and events, travel arrangements, welcoming and escorting visitors, as well as assist the In-Country Director and other staff members with coordination/organization of the center's workshops, seminars, trainings, and other events (e.g., arranging catering, booking participant travel, assisting with preparation of workshops and seminars, creating and managing registration and application forms, etc.).

ESSENTIAL DUTIES:

With minimal administrative oversight, essential responsibilities will include and not be limited to the following:

Administrative

- Coordinate with administrators at EPUs to obtain all requested documents and approvals for project activities,
- Assist in handling all administrative tasks with various stakeholders, including government, industry, university, etc.
- Maintain administrative filing system (Dropbox), both electronic and hard copies and ensures confidentiality of sensitive documents.
- Maintain the project inventory, ensuring all equipment is tagged and recorded in the inventory tracking system.
- Maintain office equipment.
- Taking and transcribing minutes of meetings; disseminate summary of meeting minutes to COE leadership.
- Assists with the procurement of office materials and supplies as required.
- Coordinate with Director of Finance relevant payments documents, invoicing, receipts for events and supplies procured as needed.
- Coordinate with project team to ensure that delivery of supplies and materials is completed in a timely manner.
- Assist with daily administrative duties of the project.
- Coordinate security approval requirements for non-Egyptian visitors.
- Handle issues related to the telecommunication companies for landlines and mobile lines.
- Help in identifying vendors and procuring items needed for the project.

Term of Reference (TOR)**Events/Workshops**

- Coordinate meeting (workshops, training, exchange meeting, committee meetings, etc.) location, food, logistics, copies, printing, transportation, equipment, internet connection, audio and visual requirements, registration, etc.
- Responsible for arranging travels, transportation, housing, security, etc.
- Provides on-site presence and support as needed during the event to ensure coordination of all logistical aspects of the event set-up/break-down and registration to ensure delivery of successful, effective, and smooth events.
- Coordinate meetings, appointments, and travel (hotel and transport) schedules for project staff within Egypt and to the USA.
- Insure delivery of the services per agreement

Communication

- Communicate any potential concerns with office operations, events or workshops to In-Country Director and recommended possible solutions.
- Facilitate internal office communication.

Other

- Performs other related duties and functions as identified by the In-Country Director

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of project management and organization practices.
- Skill in organizing work of others and self.
- Excellent Skill in written and verbal communication in English and Arabic.
- Skill in establishing and maintaining effective working relationships.
- Skill in analyzing and developing effective solutions for logistical problems.
- Skill in using good organizational skills and attention to details.
- Ability to work effectively in an environment subject to tight deadlines and conflicting priorities.
- Ability to quickly assess appropriate response to unforeseen events while ensuring seamless execution.

WORKING ENVIRONMENT:

This position will travel frequently to Egyptian partner universities daily during the project period. Interaction with administrators, faculty, and students working at ASU and at Egyptian universities. Interaction with Egypt and international Energy stakeholders. Travel to various locations within and outside Egypt, and visits to the USA are required. Regular use of standard office equipment including, but not limited to computer workstation/laptop (keyboard, monitor, mouse), printer, fax, calculator, copier, telephone, and associated computer/technology peripherals. Requires moderate driving using personal vehicle to perform work.

SUPERVISION RECEIVED/GIVEN:

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The AEC will report that reports to the In-Country Director and will coordinate with Financial Specialist Sr. (ASU-US), on all programmatic aspects of his/her employment, including but not limited to job description, duties, qualifications, working environment, and performance. The Director of Finance and Operations will be in Cairo, Egypt. This position supports an international project and will require conference and zoom calls after hours.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Business or in a field pertinent to work AND, five years of directly related administrative experience; OR any equivalent combination of experience and/or education from which comparable knowledge, skills, and abilities have been achieved. Language Proficiency:
- Level IV English and Arabic required.

DESIRED QUALIFICATIONS:

- Experience in USAID or other international projects.