

	<b>SESRIC</b> <b>JOB DESCRIPTION FORM</b> <i>"Cooperation for Development"</i>		
<b>Title</b>	Assistant Administrative Officer	<b>Class</b>	Administrative Staff
<b>Department</b>	Administration and Finance	<b>Immediate Supervisor</b>	Director of Administration and Finance
		<b>Secondary Supervisor</b>	Director of Publication and IT Department
<b>Staff Type</b>	Contractual (Local)	<b>Position</b>	Full-time
<b>Job description/duties and responsibilities</b>			
<b>Job Description Summary</b>			

The Assistant Administrative Officer is mainly responsible for assisting Administration and Finance Department and Publication and IT Department of the Centre. S/he is also responsible to for the implementation of the tasks given by the Assistant Director General and Director General, when necessary. S/he will be responsible for managing the library and documents archive of the Centre. S/he is also expected to take care of maintenance of the library and its collections.

### **Main Responsibilities and Duties**

- Determine any kind of needed materials and report it to supervisors
- Organize necessary arrangements for internal events such as meeting and hospitality services for the guests
- Assist the logistics, coordination and execution of the events, including invitation processes, tracking of responses and follow-up
- Receive and direct phone calls
- Back up Receptionist and Cabinet Officer when needed
- Receive and archive incoming and outgoing documents of the Centre as softcopy and hardcopy
- Manage the publications and the documents archive of the Centre in the Library

- Manage publication exchange agreements with 03<sup>rd</sup> parties
- Manage the SESRIC publications stock
- Develop and implement library–related policies and procedures, such as:
  - Develop and manage convenient accessible library and information services
  - Perform original cataloguing and classification of print, audio-visual and electronic resources and respond to daily on-site requests for information
  - Ensure an accurate inventory of resources and efficient retrieval by users
  - Maintain records for the interlibrary loan service, circulation files, records and statistics
  - Train library users to effectively search the Library catalogue, Internet and other
  - electronic resources and perform other duties as assigned
- Perform other duties assigned by the Director of Administration and Finance Department, Director of Publication and IT Department, Assistant Director General and Director General.

### **Job Requirements**

#### **Educational Requirements**

Bachelor’s or Master’s degree in Business Administration, Social Sciences, Information and Document Management or relevant programs with proven working experience in the related field

#### **Language Requirements**

High fluency in oral and written English. Fluency in either Arabic or French is a plus

#### **Job Experience**

Proven working experience as an administrative assistant, events assistant, librarian/archivist.

#### **Other Requirements**

- Knowledge and experience of related computer applications
- Knowledge of basic accounting and bookkeeping procedures
- Knowledge of applicable country laws, codes and regulations related to Administrative Issues
- Act as a true role model through words, behaviours and actions
- Ability to use library software applications that require knowledge on library classification systems such as MARC and KOHA
- Knowledge on Library of Congress System is a plus
- Establish effective cross-cultural communication with both internal and external stakeholders
- Stick rigorously to time table to get his/her tasks completed on time
- Adhere to produce high-quality work and demonstrate high-performance

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- Work in enthusiastic manner with his/her colleagues and immediate supervisor
  - Attend relevant training and self-development opportunities in order to fulfil the requirements of the post
  - Realize and embrace the vision and the broader goals of the Centre and OIC
  - To be a Muslim national of the member countries

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#### Key Personal Attributes

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- Team Work: Ability to work cooperatively and collaboratively with SESRIC Administration and Finance Department and other department. Ability of sharing of ideas, expertise and experience with others.
- Communication: Strong verbal and written communication skills, strong reporting skills, working in a disciplined, tidy, well-planned, and well-organized manner.
- Work under Pressure: Ability to meet multiple deadlines in a fast-paced work environment and react positively under pressure.
- Ability to complete multiple tasks
- Enthusiasm and self-motivation
- Effective writing skills
- Attention to detail and accuracy
- Reporting
- Planning and organization skills
- Time management

#### **HOW TO APPLY**

Applicants are kindly requested to send a cover letter or statement and a detailed curriculum vitae including information on their experience and previous work record to [hr@sesric.org](mailto:hr@sesric.org) until Monday, 17<sup>th</sup> September 2018 at latest. Applications received after this deadline will not be accepted. Only short-listed candidates will be contacted. The subject line of the e-mail should include "Job Opportunities for Assistant Administrative Officer ".

E-mail for Applications: [hr@sesric.org](mailto:hr@sesric.org)