

## Vacancy Announcement

<b>Position title</b>	<b>Admin Assistant</b>
<b>Vacancy No.</b>	YAO-Khq-19-05
<b>Employment Type</b>	Full-time
<b>Duration</b>	Until 31/12/2019
<b>Duty station</b>	Khanaqin Office – Diyala
<b>Estimated Start Date</b>	As soon as possible
<b>Closing Date</b>	Sunday 27/01/2019
<b>Overview</b>	Youth Activity Organization (YAO) is a Non-government organization; established since 2001 in KR-I. YAO as a leading NGO is working to make positive changes to the lives of people in the community. Working for socio-economic development to the targeted societies through strengthening their capacity and providing humanitarian services to ensure that human rights of all persons are secure of in their enjoyment of their freedom that are necessary in dignified living.
<b>Job Description</b>	Youth Activity Organization (YAO) is seeking experienced and passionate Admin Assistant who will work under the direct supervision of Project Manager.

<p><b>Main Duties and Responsibilities:</b></p>	<ul style="list-style-type: none"> <li>• Ensure the general office consumables are used in an efficient manner.</li> <li>• Ensure the safe storage and proper use of all mission equipment.</li> <li>• Follow all YAO policies, procedures, grant compliance and documentation requirements.</li> <li>• Implement and Make sure all YAO procurement, administration, HR policies and procedures are implemented.</li> <li>• Implement and Make sure all respective donors and local Government rules and regulations are respected.</li> <li>• Follow damage reports, arranges repair or disposal, and organizes routine maintenance.</li> <li>• Liaise closely with the field officers and assist them with their procurement issues</li> <li>• Receive and process invoices, process payment of suppliers for items delivered; follow up the payment process with the finance department to ensure obligations to suppliers are fulfilled</li> <li>• Assist in the planning and execution of maintenance and repair work on mission vehicles</li> <li>• Submitting the reports for the transport and expenses on weekly/monthly basis to Finance Dept.</li> <li>• Prepare regular, timely and accurate logistical weekly and monthly reports.</li> <li>• Assist in installing, securing, monitoring and maintaining materials</li> <li>• In coordination with Finance Dept., prepare on a monthly basis the forecasts of purchases.</li> <li>• Management of assigned team (Drivers) ensuring all duties are carried out and HR guidelines followed.</li> <li>• Update newly purchased item to inventory follow-up and procurement file.</li> <li>• Any other tasks as required.</li> </ul>
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<p><b>Required Qualifications &amp; Experience</b></p>	<p><b>Education:</b></p> <ul style="list-style-type: none"> <li>• University Degree in administration, accounting, business management or any relevant field.</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Minimum 2 year experience in working with NGOs/UN agencies or large companies in the related field.</li> <li>• Understanding of UN and donor operations at country level</li> </ul>
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	<ul style="list-style-type: none"><li>• Cultural awareness and ability to build relationships quickly with a wide variety of people</li><li>• Patient, adaptable, flexible, able to improvise and remain responsive and communicate clearly and effectively under pressure</li><li>• Self-reliant and able to work independently.</li><li>• Must be Iraqi nationality holder.</li></ul> <p><b>Knowledge:</b></p> <ul style="list-style-type: none"><li>• Excellent communication skills.</li><li>• Strong interpersonal and intercultural skills.</li><li>• Report writing skills.</li><li>• Able to adapt within a work environment containing individuals of multiple and various cultural and educational backgrounds.</li><li>•</li></ul> <p><b>Languages:</b></p> <p>Strong communication skills Verbal and written Kurdish, Arabic and English.</p>
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### How to apply:

Qualified Candidates should submit Cover Letters with their CVs attached electronically to [jobs@yao-iraq.org](mailto:jobs@yao-iraq.org) with indicating the position they are applying for in the subject of the email.

Email subject must read: **YAO-Khq-19-05**

- Email without vacancy title will not be considered. Email after the closing date will not be considered. Only short listed candidates will be contacted
- **YAO** is an Equal Opportunity Employer. YAO considers all applicants on the basis of merit without regard to race, sex, color, national origin, religion, sexual orientation, age, marital status, veteran status or disability.