**Vacancy Announcement**

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| **Position title** | **Admin & Logistic Assistant** |
| **Vacancy No.** | YAO-Ebl-20-01 |
| **Duration** | 5 Months (Subject to extension) |
| **Duty station** | Erbil - Qushtapa |
| **Estimated Start Date** | As soon as possible |
| **Closing Date** | Wednesday 6/5/2020 |
| **Overview** | Youth Activity Organization (YAO) is a Non-government organization; established since 2001 in KR-I. YAO is 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. |
| **Job Description** | Admin & Logistics Assistant will be responsible for providing admin, and logistics support to the programme efficiently coordinate various tasks for smooth implementation of the programme. Further, manage procurements as per YAO and its donors’ compliance requirements. S/he will also be holding petty cash, liaising with government authorities and other NGOs, vendors and suppliers as well as efficiently coordinate vehicle movement. The Admin and Logs Assistant will ensure compliance with YAO policies and procedures, including the clear and consistent application of child safeguarding and code of conduct policies. |

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| **Main Duties and**  **Responsibilities:** | * Ensure the general office consumables are used in an efficient manner. * Ensure the safe storage and proper use of all mission equipment. * Follow all YAO policies, procedures, grant compliance and documentation requirements. * Implement and Make sure all YAO procurement and financial policies and procedures are implemented. * Implement and Make sure all respective donors and local Government rules and regulations are respected. * Follow damage reports, arranges repair or disposal, and organizes routine maintenance. * Update newly purchased item to inventory follow-up and procurement file. * Organize basic maintenance (electricity, hydro, plumbing, sanitation) as well as basic facilities (Internet and telephone services). * Perform other clerical receptionist duties such as filing, photocopying and transcribing * Assist in the planning and execution of maintenance and repair work on mission vehicles * Assist in installing, securing, monitoring and maintaining materials * Assist in working with HR department in all HR related issues. * Undertaking other activities as required to fulfil the achievement of the project goals. |

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| **Required Qualifications & Experience** | **Education:**   * University Degree in administration, business management or any relevant field.   **Experience:**   * Minimum 1-year experience in working with NGOs/UN agencies. * Previous experience of progressively responsible experience in logistics, business administration and humanitarian affairs is desirable. * Knowledge of analyzing qualitative and quantitative data. * Ability to build networks and create connections * Patient, adaptable, flexible, able to improvise and remain responsive and communicate clearly and effectively under pressure * Cultural awareness and ability to build relationships quickly with a wide variety of people.   **Knowledge:**   * Excellent communication and organizational skills. * Self-reliant and able to work independently. * Strong and co-operative team player. * Personal integrity and credibility. * Strong interpersonal and intercultural skills. * Ability to meet deadlines when focusing on other tasks. * Report writing skills.   **Languages:**   * Excellent communication skills Verbal and written Kurdish, Arabic and English. |

**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-Ebl-20-01**

* 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.