



Administrative Assistant (LOC D)

Team: Supporting Libya's House of Representatives

Region: Africa and West Asia Region

Duty Station: Tunis, Tunisia

Title of Line Manager: Finance and Administrative Manager

Context

The International Institute for Democracy and Electoral Assistance ('International IDEA') is proposing to implement an Action to support Libya's House of Representatives ('HoR'). The proposed Action seeks to support the HoR's Secretariat General (the 'Diwan') through the following **outputs**:

- Enhanced Research Capacity of the Diwan;
- Enhanced Capacity of the Diwan's organization, management and administration functions;
- Enhanced capacity of Diwan staff to support the HoR's legislative functions;
- Enhanced capacity of Diwan staff to support the HoR's oversight functions;
- Enhanced capacity of Diwan staff to support the HoR's representation and citizen engagement functions;
- Advisory services provided on issues of Libyan and international law; and
- Enhanced Diwan collaboration with other parliaments for the purposes of capacity development and knowledge-sharing.

Through these outputs, the Diwan will become better equipped to help strengthen the effectiveness of the HoR (**specific objective**). That enhanced capacity will in turn help (i) improve the accountability of democratic institutions in Libya such as the HoR, as well as (ii) allow the HoR to exercise its legislative, oversight, and representation functions such that it can become transparent, inclusive, responsive, and accountable to Libyan citizens (**impact objectives**). The achievement of these objectives will contribute to the Action's **overall goal**: to foster a functioning, rights-based, participatory and representative democracy in Libya.

The Administrative Assistant will provide administrative and logistical support to programme and project activities within the EU funded project, ensuring adherence to International IDEA and donor policies and procedures. Providing support in three languages (English, French and Arabic) to the team. Under the supervision of the Finance and Administrative Manager and in close collaboration with the Programme Manager, the incumbent will perform the following duties:



Duties and Responsibilities

- Ensures the timely provision of administrative and logistics services to the office, programme staff, consultants and teams;
- Contributes to the preparation of Terms of Reference and other contractual documents for consultants and service providers, ensuring all supporting documentation is in line with relevant policies and procedures;
- Initiates and processes programme related procurements (Procurement of services, goods, events & consultants) in line with International IDEA policies and procedures;
- Assists in processing requisitions, invoices and circulating key documentation for signature ;
- Organizes and coordinates logistical arrangements for meetings, conferences and workshops (obtaining quotes and booking venues, liaising with attendees, organizing travel, securing visas, etc.);
- Assists with the preparation of meeting materials and follow-up the production of documents;
- Organizes staff travel including travel requests, travel advances, travel claims and other associated issues; when applicable, assists external consultants and participants;
- Coordinates and manages effective information management systems, including filing (electronic and hard copy), databases and correspondence.
- Supports the publications process including translations, editing, layout and printing;
- Maintains a database of all partners, Member State contacts, embassies and participants invited to events.
- Assists with the implementation of safety and security policies and procedures, providing overall administrative and logistical support on security related matters;
- Monitors the local security situation at event location, and contributes to the development of a local security stakeholder network.

General Profile

- Has developed knowledge and skills through formal training or work experience;
- Adds value to team-based activities in his/her unit; collaborates with other entities of the Institute as required;
- Follows internal procedures to ensure high standards of performance and compliance with Institutional guidelines;
- Acts in accordance with International IDEA' s core values; Respect, Integrity and Professionalism;
- Integrates a gender and diversity perspective in all activities.

Reporting Line

- Finance and Administrative Manager

Functional Knowledge

- Has established skills to perform a range of day-to-day activities.

Operational Knowledge, skills and experience

- Integrates the results-based approach into his/her activities;



- Understands how the assigned duties relate to others in the team and how the team integrates with others throughout the organization;
- Illustrates integrity, a collaborative spirit, a sense of achievement, and an understanding of risk management.

Leadership

- No direct people management responsibility.

Problem Solving

- Recognizes and solves typical problems that can occur in own work area; evaluates and selects solutions from established options.

Impact

- Has an impact on the programme development and delivery through the quality of the services or information provided.

Communication and Interpersonal Skills

- Liaises regularly with all internal and external stakeholders involved in his/her projects;
- Acts in all assignments with personal energy and engagement.
- Fluency in written and oral English and Arabic is required. Knowledge of French would be considered an asset.

Education and Experience

- High school diploma is essential; University degree in management, administration or related field from a recognized university is considered an advantage;
- Minimum of two (2) years of professional experience in administration, logistics support, procurement and/or Business;
- Experience of working in an international context, e.g. in an intergovernmental organization, considered an advantage;
- Experience in networking and communicating with different stakeholders such as government, UN, NGOs and other organizations is considered an advantage.
- Experience working in high-risks areas is considered an asset