**Job Description**

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| **Position** | ADMIN Assistant | **Starting Date** | ASAP |
| **Reference of the offer** | [To define] | **Publication Date** | 15/01/2024 |
| **Location** | Tunis | **Type of contract** | Fixed Term Contract |
| **Duration** | 1 Month | **Security Level** | Cf SoP  |

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| **About ACTED** |
| Since 1993, as an international non-governmental organization, Acted has been committed to immediate humanitarian relief to support those in urgent need and protect people’s dignity, while co-creating longer term opportunities for sustainable growth and fulfilling people’s potential. Acted endeavours to respond to humanitarian crises and build resilience; promote inclusive and sustainable growth; co-construct effective governance and support the building of civil society worldwide by investing in people and their potential. We go the last mile: Acted’s mission is to save lives and support people in meeting their needs in hard-to-reach areas. With a team of 4,800 national staff, 450 international staff, Acted is active in 38 countries and implements more than 505 projects a year reaching over 20 million beneficiaries. More on [www.acted.org](http://www.acted.org)In Libya, Acted intervenes since 2011 in the East, West and South of Libya. In Libya, Acted’s aim is to support the most vulnerable and provide them with access to basic services, while supporting the recovery and development of the Libyan population. Acted delivers protection assistance to vulnerable, conflict-affected populations, as well as financial support through cash assistance, for households to meet their most urgent needs. Acted also promotes social cohesion and community stabilization in communities affected by conflict by addressing infrastructure needs and supporting community-led initiatives. To enable a resilience of all vulnerable populations, Acted supports civil society and economic development initiatives. |

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| **Context of the position and key challenges** |
| The primary role of the Admin Assistant involves arranging and cataloging documents at the Tunis base, as well as managing documents received from the field for the support departments. Additionally, they are tasked with online filing for Tunis documentation |

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| **Key roles and responsibilities**  |
| **General:** * Follow up of documentation shipment between Libya and Tunisia.
* Classification of the documents received per department.
* Take the lead of the archiving room as per country plan.
* Work closely with the FLAT officer/Assistant in the field to ensure exhaustivity of the documents archived on Archives 2.0

 **Finance Department:**  * Scans of Documents of Tunisia office and upload on Archives 2.0
* Checking documents received from Libya and archiving them.

 **Logistics Department:**   * Receive and scan all logistics Libya documents signed at Tunis level to the focal point in Libya (PM/PC for scenario C, Memo...)
* Archive all signed documents on logistics archiving files.
* Support logistics Tunis department by preparing documentation for Tunis procurement (quotation, PM, Memo...)
* Check documentation received from the base before archiving them in the respective logistics file.
* Scan Tunis procurement files and update them in the respective online archiving system**.**
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| **Required qualifications and technical expertise** |
| * Autonomy and organisation;
* Good knowledge of English
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| **Conditions** |
| . Job Title: Admin Assistant· Duty Station: Tunis, Tunisia· Under the Supervision of Country Finance Manager· Working Hours: Full-Time Position - 40h per week· Type of contract: Fixed Term Contract, 1 month· Estimated Start date: As Soon As Possible.· Salary: Salary defined by the ACTED salary grid based on level of education, expertise and level ofexperience. |

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| **How to apply** |
| An application must be submitted in [English], attached with a CV, a cover letter, and three references.Please send your application until the [28/01/2024] to the following addresses: tunis.jobs@acted.org |
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