

The National Democratic Institute for International Affairs (NDI) seeks to hire an Administrative & Financial Assistant/Coordinator to work in its Rabat office on a full time basis to support the Administrative team.

Interested candidates should send their applications to nkamil@ndi.org no later than April 14, 2022

Job Description: Administrative & Financial Assistant/Coordinator (Rabat)

The Administrative & Financial Assistant/Coordinator supports the Director of Administration and Finance to carry out all aspects of cash transactions, reconciliations, operations as well as being the point person for logistics and administration. The position reports to the Director of Administration and Finance. The position includes interfacing with the public, overseeing the daily operations of the office and maintaining supply inventories.

Essential Duties and Responsibilities

- Reviewing budgets for NDI activities by liaising with program staff.
- Handling operational cash and liaising with the Director of Administration and Finance to ensure sufficient financial resources for the daily operations of the office and activities.
- Processing credit card reconciliations.
- Disbursing per diem for NDI staff, participants and trainers.
- Keeping an updated activity expense tracking sheet.
- Preparing office and international staff leases, liaising with the NDI DC team to obtain the necessary approvals.
- Coordinating shipment for international staff and getting the necessary paperwork for customs clearance.
- Filling out Travel Authorization Forms.
- Coordinating translation and interpretation needs for the program teams.
- Tracking the allocations of NDI equipment and coordinating the annual/periodic office inventory.
- Coordinating procurement actions, including long- and short-term service providers, consultants and ensuring compliance with NDI policies and procedures.
- Answering and directing calls and responding to inquiries.
- Coordinating visitors schedules and assisting them.
- Organizing the drivers' schedule on a day to day basis.
- Maintaining administrative files.
- Updating the administrative office calendar.
- Overseeing cleaning lady with her daily tasks.
- Providing assistance to the Director of Administration and Finance in conducting administrative and financial tasks.

- Fulfilling other duties as assigned by the Director of Administration and Finance and the Resident Director.

Qualifications

- Bachelor's Degree
- Three (3) years of demonstrated experience in office operations and logistics.
- Demonstrated coursework or interest in international development, political science, women's rights, community organizing, organizational development or related subjects.
- Good interpersonal skills to effectively interact with all levels of NDI staff, government representatives, members of the diplomatic community and various sectors of political party, civil society and the business communities.
- Working knowledge of budget and accounting procedures.
- Ability to provide oral and written communication clearly in French, English and Arabic to party or organization representatives, training participants and NDI colleagues.
- Proficiency in Microsoft Office to include Word, Excel and PowerPoint; knowledge of/proficiency in Google Suite tools preferred. Basic database skills are desired.
- Excellent organizational skills and attention to detail.
- Ability to manage multiple tasks simultaneously.
- Ability to work in a political situation in a nonpartisan manner.
- Ability to apply discretion and maintain confidential information.
- Ability to work flexible hours on occasion.