



Post of administration and finance officer - Cairo

The Arab Reform Initiative is a network of independent Arab research and policy institutes, with partners from the United States and Europe. Its goal is to mobilize the Arab research capacity to advance knowledge and develop a program for democratic reform in the Arab world, which is realistic and homegrown. The Initiative also aims to produce policy recommendations that can help promote reform in the region.

The Initiative engages in a range of activities, all conducted collaboratively between its members. Its agenda includes producing policy briefs, thematic and country studies, conducting comparative public opinion surveys, organizing workshops and conferences, and sponsoring occasional task forces, all with the aim of formulating policy recommendations that can advance reform in the Arab world.

The Initiative has offices in Beirut (Lebanon), Egypt (Cairo), Tunisia (Tunis) and France (Paris).

Responsibilities

The administration and finance officer will support all activities carried out by the Arab Reform Initiative in Egypt. He/she will be in charge of office management, administration and finance of the newly created Cairo office. This will include the management of contracts, the coordination of consultants, re-granting to smaller organizations and generally following-up on project activities and supporting the research coordinators. The financial management tasks will be carried out in close coordination with the senior financial manager based in Paris.



The officer will also be in charge of event management including all organizational and logistical aspects of events carried out under the Initiative's thematic projects. Events organized by the Arab Reform Initiative range from smaller working sessions and workshops to large public debates and international conferences, in and outside Cairo.

He/she will also organize the travel and stay of international experts and activists invited by the Arab Reform Initiative.

Furthermore, the officer will coordinate publications prepared by the Initiative, including liaising with translators and editors and organizing layout and printing and subsequent dissemination.

Qualifications

- Work experience in office and finance management;
- Work experience in organizing different kind of events and preparing publications;
- Knowledge of project management;
- Interest for political issues;
- Good coordination and organization skills;
- Fluency in English and Arabic.

The post will be based in Cairo. Candidates must be in possession of adequate documents to work in Egypt (Egyptian national, resident or work permit holder).

Applications must include a letter of motivation and a CV in both English and Arabic and a list of reference persons. Please send in your application to contact@arab-reform.net before October 1st 2011. Work will start as soon as possible.