

**Center for Migration & Refugee Studies (CMRS)
The American University in Cairo**

Terms of Reference (TOR)

Senior Administrative Assistant (Grant Based)

Project title:	Refugee Entitlements in Egypt
Donor:	European Commission
Position title:	Senior Administrative Assistant
Position type:	Full time-grant based
Position Duration:	36 months
Report to:	Project Supervisor
Location:	Cairo, Egypt
Probation Period:	3 months

I. Background:

Ascertaining the rights and entitlements of asylum-seekers, recognized refugees, and unsuccessful asylum applicants in Egypt is not a straightforward task. The interplay between international, regional, and domestic laws and policies creates different bundles of rights and entitlements on the basis of legal status and nationality. Stakeholders working in the field – whether the Government of Egypt, international organizations, non-governmental and civil society organizations, or most importantly asylum-seekers and refugees themselves – would benefit from greater clarity on rights and entitlements. In response to this need, the Refugee Entitlements in Egypt Project undertakes an in-depth mapping of the rights and entitlements of asylum seekers, recognized refugees, and rejected asylum applicants in Egypt under international, regional, and national laws. The project maps formal rights and entitlements and ascertains how accessible they are in practice; uses this information to raise stakeholder awareness on rights, entitlements, and accessibility; and builds the capacity of stakeholders to improve the access to and quality of rights and entitlements.

II. Description of the Position:

Manage the administrative and logistic aspects of the project as well as the grant budget

III. Duties and Responsibilities:

- Monitor and follow-up regularly on the work of the Research Manager and Research Officers to draft interim reports at the required times;

- Write narrative interim reports and share it with the Project Supervisor in timely manner;
- Monitor the expenditure process of the grant regularly to ensure that the project's records corresponds with the records of the controller office.
- Execute expenditures from the grant budget
- Review and approve financial reports of the project drafted by the controller office
- Provide assistance to the research manager and researcher officers in terms of acting as their liaison with the controller office and assist them in all the logistics concerning spending from the grants.
- Responsible for all the logistics concerning the payment of field researchers and gatekeepers to the different refugee communities.
- Handle advances issuing, settlement and reimbursement.
- Responsible for facilitating the transportation of researches from and to the field through handling car reservations.
- Handle all the hospitality logistics of organizing the community workshops, the training workshop and the final conference
- Handling all the logistics pertaining to the implementation of project activities with AUC in terms of corresponding with the security office, media service, IT help desk etc.
- Handle the booking of rooms at AUC for meetings, training workshops and the one-day final conference.
- Develop promotional materials for the awareness campaign and disseminate project's outputs
- Correspond regularly with civil society organizations to organize the community events
- Undertake all logistical and administrative tasks related to organizing the trainings including the recruitment of and payments to trainers
- Organize and maintain all the files pertaining to the project
- Responsible for organizing monthly project staff meetings including printing and distributing the agenda and minutes of meeting in advance, taking minutes, organize the ordering of catering for such meetings.

IV. Required Skills and Expertise:

- BA in Business Administration, accounting, finance, or related field;
- Minimum 5-6 years of experience managing multi-year projects, with previous experience with EU or USAID funded projects preferred;
- Experience or familiarity with AUC administrative processes preferred; and
- Fluency in speaking and writing in English and Arabic.
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V. To Apply:

All interested applicants should submit before **25 March 2017** a resume, cover letter, and writing sample via e-mail to cmrs@aucegypt.edu with the subject title: Refugee Entitlements in Egypt: Senior Administrative Assistant Vacancy. Only shortlisted candidates will be contacted for an interview.