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|  | **Recruitment Information** |
| Job title | Administration Officer | Department/location | Resources/Egypt |
| Job type (full time; part time etc) | Full time  | Pay band | Grade HMin salary LE 5058 – Max salary LE 9452  |
| Line manager | Estates and Admin Manager | Post-related allowances |  |
| Start date | November 2014 |
| Contact  | Human Resources Officer – Reham Magdy |
| Applications to | HR.local@britishcouncil.org.eg  |
| Open To  | Internal & External Candidates  |
| Start receiving application  | 16 October 2014 |
| Deadline | 1 November 2014 at 17 hrs |
| Extra Information | **Only shortlisted candidates will be contacted.**Short listing will take place: Week of 2 November 2014Interview will take place: Week of 16 November 2014Results of the recruitment will take place by end of November 2014Candidates will be tested for their English level to assess core grammar, vocabulary, reading, writing, speaking using several tests.  |
| British Council policy is to offer candidates the minimum salary range.Internal applicants A successful internal applicant would be offered the job based on his/ her current contractual terms. |

### Job Description Ref no:

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|  | Role Profile |

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| Job Title | Administration Officer |
| Directorate or Region | MENA | Department/Country | Resources/Egypt |
| Location of post | Cairo | Pay Band | Grade H |
| Reports to | Estates and Admin Manager | Duration of job | 2 years post 1 year contract with renewable option |
| ***Purpose of job:*** To support Egypt Resources Team in delivering premises and office services to all operational teams (E&E, Programmes, BSS) in Agouza in order to enable UK appointed, country appointed and teaching staff to operate efficiently and effectively and achieve corporate, regional and country objectives.***Context and environment:*** *(e.g. dept description, region description, organogram)* British Council Egypt opened in 1938 and is the largest in the British Council’s MENA (Middle East and North Africa) region. It is high priority country for the organisation with an annual turnover of GPB15m from teaching, examinations and grant/partnership funded projects and programmes. It receives over 1,700customers a week on its premises in Agouza, Heliopolis and Alexandria and makes contact with a further 50,000 through off-site venues. The majority of these customers are teaching centre students and examination candidates. British Council Egypt currently has a staff of over 270, almost half of which are teaching staff. British Council Egypt strategy aims to continue to grow its impact in Egypt through increased contact and strengthened relationships with its target customers, partners and stakeholders. Following a recent Change Project, the Resources Team needs to continue to refine and review its support practices and processes to ensure maximum efficiency and effectiveness. The Estates and Admin team; part of the bigger Resources team have responsibility over all on-site and off-site premises management, projects, supply; facilities provision; office, admin and events support services, fixed assets and inventory management; UK-appointed staff accommodation management and services as well as their leading role on Health and Safety and Security.The Estates & Admin team consists of 10 staff (Estates & Admin Manager, Resources Officer, Administration Officer, Estates & Admin Assistant, Two Drivers, Two Registry Clerk and Two Support Staff). The Administration Officer will have direct line management of two members of staff: Registry Clerks. The post holder reports to the Estates and Admin Manager. ***Accountabilities, responsibilities and main duties:*** *(including people management and finance)***Supply and Procurement*** To be responsible for the maintenance of an effective suppliers list, track record and stock control for the procurement of:
	+ Office stationary
	+ Machinery and appliances for the office and UK-appointed staff accommodations
	+ Assisting the Estates and Admin Manager with the procurement of office and UK-appointed staff accommodation furniture
	+ Internet services, Mobile lines and packages, and telephone sets for staff and UK-appointed staff
	+ Health and safety material

**UK-appointed staff Facilities*** To assist the Estates and Admin Manager with services to the UK-appointed staff by:
	+ Assistance and cover for apartment search and physical checks
	+ Managing moves to new apartments including furniture, appliances and health and safety and security equipment move, installation and fittings
	+ Handover of apartments at the end of lease including move of furniture, redecorations and hand over to landlords
	+ Following and adhering to UK staff Housing guides, health and safety guidance and lease agreement terms

**Registry and Document Management Services*** To lead on and manage the services provided by the Registry Clerk and the document processing provider:
	+ Manage the Registry staff’s work on day to day basis
	+ Monitoring and reviewing consumption of office stationary and photocopying over limit copies and keeping updated related records
	+ Managing the Xerox photocopying leased machines maintenance and Xerox outsourced FM staffing
	+ Providing the necessary reports to business units and charging extra consumption as needs be

 **Fixed Asset and Inventory Management*** To be responsible for processing information, maintaining all the records and assist with disposal of UK-appointed staff accommodations and British Council Agouza’s fixed assets and inventory by:
	+ Recording and updating of asset and inventory items details on the offline asset control software
	+ To participate in and conduct asset and inventory scheduled physical checks
	+ To periodically report on asset and inventory lists
	+ Updating, keeping and maintaining of related files
	+ Liaising with Estates and Admin Assistant for storage needs of inventory and asset items
	+ Reporting on asset/inventory surplus to Resources management for disposal decisions and managing the process of sale of disposed of items.

**To act as a backup for the Resource Officer in matters of Premises Management and Projects, Health and Safety and Security.****Team Working and Team Development*** To contribute to the development of an efficient, flexible, integrated and motivated Resources Team:
	+ To proactively participate in the corporate Performance Management by managing Three Support staff and One Registry Clerk
	+ support professional development of colleagues with effective knowledge sharing
	+ To provide cover and support for Resources colleagues as delegated by Head Resources/Estates and Admin Manager

***Key relationships:*** *(include internal and external)** Internal: All BC office staff
* External:
	+ providers and suppliers of maintenance and office supply/services
	+ Officials: National Security, District HQ, building taxes and electricity authority

***Other important features or requirements of the job*** *(e.g. travel, unsocial/evening hours, restrictions on employment etc)** Occasional travel for managing off-site work
* Occasional evening/unsocial and weekend hours for British Council events and receptions
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| Please specify any passport/visa and/or nationality requirement. | Can legally work in Egypt |
| Please indicate if any security or legal checks are required for this role. | Local criminal checks  |

### Person Specification

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|  | **Essential**  | **Desirable**  | **Assessment stage** |
| **Behaviours**  | **1. Making it happen - More demanding** I deliver excellent results, achieve challenging goals and develop myself and others. I do this by setting clear and demanding objectives to deliver what is required. I stay focused on measurable outcomes, while building longer-term capability. I demonstrate standards of excellence and deliver value for money. I measure progress and adapt plans when necessary.**2. Being accountable – More demanding**I show accountability and commitment to the British Council and I demonstrate resilience and determination. I hold myself and others responsible for delivering goals in line with the shared purpose of the British Council. I give and accept constructive feedback to maximise high performance and manage under-performance**3. Working together – Essential**Knowing that we will achieve more with other people than we can do separately, by sharing goals and resources to add more value, I work towards common goals with others. I do this by agreeing effective and respectful ways of sharing success. I generate mutual support, shared benefits and promote interdependence**4. Connecting with others – Essential**I find common ground and build relationships and connections to support British Council goals. I do this by building trust with others, by paying attention to their concerns and needs, and showing that I understand their interests. I achieve understanding and trust in a culturally sensitive way – whatever my role.**5. Creating Shared Purpose – Essential**I gain the active support of other people so they are fully engaged and motivated to contribute effectively. I do this by communicating our purpose in a way that others can understand and that achieves shared clarity. I help them understand the part they play, so that our aims are clear to all.**6. Shaping the Future – Essential** I achieve better business, innovation and growth by using my professionalism, knowledge and expertise to create a clear focus on what I want to achieve. I spot opportunities, plan appropriately and create innovative solutions that recognise ambiguity and deliver business benefit. |  | Interview onlyRequired for the role & performance but not assessed during the recruitment process.  |
| **Skills and Knowledge** | 1. Computer Skills Level 1 Microsoft office application2. Procurement management Level 1 3. Project & Contract Management Level 1 – 4. Languages:Written & spoken Arabic Written & spoken English at CEF level of B1  |  | Short listing and/or Interview English will be tested |
| **Experience** | 3 years of experience in administration and procurement  |  | Short listing and/or Interview |
| **Qualifications** | University degree or equivalent |  | Short listing and/or interview |

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| Submitted by | Tamara Libzo | Date | 12/10/2014 |

**Guidance on Preparing a Role Profile**

**(a) Job Description**

Complete the job description section of the role profile

Purpose of job – What is the overall aim of the job? Why does it exist? (One or two sentences are usually enough for this).

Context and Environment – what does the department do? Which region does the job sit in? Are there any particular challenges or attractions of the region or area? Is it part of a team, if so how big is the team and where does the job fit? Who does it report to?

Accountabilities, Responsibilities and Main Duties

**Accountabilities -** results for which the post holder is held accountable not necessarily tasks they perform themselves. More senior roles often have more accountabilities as they deliver results through others.

**Responsibilities** – what actions or tasks is the job holder responsible for? e.g. management or administration of finances, managing people, delivering or contributing to organisational targets, delivering own or others work to agreed standards

**Main Duties** – the main specific duties that job holder has to do in order to meet the responsibilities e.g. project planning, budget planning, event co-ordination, teacher recruitment. This is not meant to be an exhaustive list of all the tasks in a job, just the main ones. If there are one or two duties which form the major part of the job e.g. reconciliation of payments for a finance role it is helpful to indicate what percentage of the job these activities take up.

Key Relationships

What people or organisations (internal and / or external) does the job holder have to interact with or influence and to what level? For example an Events Co-ordinator might have to maintain relationships with venue providers and participants externally and managers and PAs internally.

Other important features or requirements of the job – are there significant or unusual demands which are essential to the job e.g. unsocial / evening hours, international travel etc? Please be as specific as possible on these and only include those which are **essential**. **(b) Person Specification**

Complete the person specification section. As part of the role profile, it is used for recruitment purposes only. It sets out the selection criteria used for short listing and interview i.e. nature and level of the skill, knowledge and behaviour which will be assessed. These criteria are classed as either essential or desirable. Essential criteria are always used in assessment. Desirable ones are used to enable selection for interview where more than five candidates meet the essential criteria. Candidates who have declared a disability and who meet the essential criteria are always interviewed.

To increase opportunity while minimising bureaucracy and the amount of work for applicants and recruiting managers, no more than eight criteria should be listed as essential under the headings of behaviours, skills & knowledge and experience. We recommend that a maximum of four desirable criteria can be added.

**Behaviours** – List all 6 Behaviours ([link attached](http://intranet.britishcouncil.org/hr/Performance_Development/Documents/BC_Behaviours.pdf)) and identify those – we suggest no more than four - which you propose to use as part of the selection criteria and specify the required level i.e. essential, more demanding or most demanding. In the interest of minimising bureaucracy, please remember that you can choose to assess Behaviours at interview only, thus streamlining the application and short listing stage.

**Skills and Knowledge** – Select required skills and level from the list of Generic Skills [(link attached](http://intranet.britishcouncil.org/hr/Performance_Development/Behaviours/Documents/Generic%20Skills%20Dictionary.doc)). Guidance is no more than two - for example project and contract management, financial planning and management. Specify any additional knowledge requirement (this may be not always be applicable) for example, knowledge of employment law.

**Experience** – What is the minimum experience (work or otherwise) which is required or desirable for the job for example, leading a dispersed team, implementing a new system or policy, working in the public / private sector.

**Qualifications** - Please list the minimum qualifications or equivalent required for this role. Sometimes the "equivalent" could be practical experience or a local qualification or other similar accreditation. Qualifications should only be listed as essential if absolutely necessary for the job.