

JOB VACANCY FOR SECRETARIAT

The Youth Advocacy Process (YAP) and MADA association are recruiting a full time person to be in charge of the YAP secretariat for the period May 2006- January 2007.

YAP is a network of more than 85 organizations including NGOs and political parties who are either member organizations of YAP or participants in its activities. The goal of YAP is to have youth friendly policies at the national level in Lebanon. To achieve this goal, YAP has been active through 4 task forces (TF) as follows: Citizenship and Democratic Freedoms, Education and Health, Palestinian youth in Lebanon, Social and Economic. Formed of member organizations' representatives, these TFs had developed youth policy recommendations based on youth needs, and have been planning and implementing lobbying activities on policy recommendations, targeting decision makers and other stakeholders with the aim to put pressure for the incorporation of policy recommendations into the Lebanese law.

The job description of the secretariat person is the following:

- Maintaining and updating a data base for all NGOs, ministries, political parties and Media involved in YAP
- Informing about YAP- having brochures, fact sheets, preparing and disseminating activities' calendar.
- Responsible for stationary and material for activities
- Circulating the documentation of activities to concerned parties, as per the TF/ coordination group request
- Arranging logistics for residential events e.g. joint seminars, workshops...
- Providing administrative assistance
- Sending out invitation letters/ faxes/ emails to participants in YAP activities.
- Checking quality documentation together with TFs and program coordinators
- Assisting in preparing quarterly releases on YAP achievements and activities.
- Providing programmatic support with necessary documentation for writing reports.
- Documenting meetings, activities and writing reports.
- Handling evaluation forms for activities and putting together statistics
- Checking that TF meetings are taking place
- Having basic knowledge of how to handle receipts, vouchers, and petty cash
- Participating in meetings when needed

Criteria for selecting a secretariat person:

- Holding a university degree
- Having good computer skills (Word, Excel, Power Point, Email & internet)
- Good writing skills in Arabic and English. French is an asset
- Familiar with NGOs work
- Age around 25 years old
- Having basic administrative skills

For those who are interested in applying, please send your CV to the following email address: rania_s@dm.net.lb no later than **May 6th, 2006**.