



## Danish Refugee Council

Give refugees a future

Danish Refugee Council Non-Governmental Organization is seeking qualified candidates to fill the position of Part time Assistant. Applicants are requested to send a CV with a cover letter no later than June 20, 2006 by email to [drcmaha@cyberia.net.lb](mailto:drcmaha@cyberia.net.lb) or by fax to +961-1-738-293.

### **Duty Station:**

Beirut, Lebanon

### **Background information:**

The Danish Refugee Council Mission in Lebanon was established in September 2004.

Projects include Protection and advocacy for Palestinian non-ID refugees in Lebanon as well as possible project extension to other refugee populations.

Every project is coordinated by a National Coordinator or Team Leader, under International Programme Manager supervision.

### **Reference:**

The Assistant refers to the International Programme Manager, who is based in the same DRC office in Beirut. The Secretary works in cooperation with the Finance/Administrator.

### **Main areas of responsibility:**

- Contribute to a well-functioning and organised office.

### **Main tasks:**

1. Receive, forward, file correspondence, reply to mails and letters;
2. Answer the phone, communicate the calls to relevant persons, inform interlocutors on DRC mission;
3. Organise meetings and appointments, take notes of staff meetings and any other meeting as per need;
4. Project filing;
5. Purchase stationary, plane tickets and other items with the approval of the international programme manager;
6. Support the International Programme Manager in managing the office space;

7. Assist team members in their administrative and filing tasks;
8. The Assistant is well informed of confidentiality, protection and security issues;
9. Other duties as may be assigned by the International Project Manager.

**Qualifications and experience:**

- Excellent organisational skills,
- Excellent typing skills and computer literacy, including Word, Excel and PowerPoint
- Fluency in Arabic and English,
- Previous experience working for other humanitarian organisations will be an asset;
- Personal commitment, flexibility, efficiency;
- Respect for Human rights and diversity.