

Office Administrative Assistant
Journalists for Human Rights Jordan

Positions: 12-month contract, 40 hours a week

Location: Amman, Jordan

Application Deadline: September 5, 2019

The Position: Journalists for Human Rights (JHR) is hiring an office administrative assistant to join the team in Amman. The successful candidate will report to the Program Manager and/or Program Coordinator when appropriate to support the team on administrative tasks and document preparation for ministerial approval. Specific responsibilities include:

- Complete all government and ministry documents as required for approval from the relevant JHR Jordan team member.
- Be responsible for submitting documents to the relevant ministries in Jordan, following approval from the relevant JHR Jordan team member.
- Support on other government process as required.
- Be responsible for maintaining clear records and documenting processes taken.
- Be the point person in JHR Jordan office for tracking human resources processes (i.e. vacation leave, contract expiry dates, health insurance etc.).
- Be responsible for tracking and maintaining office supplier contracts (rent, suppliers etc.).
- Order, track and maintain all office supplies, equipment and resources needed by the team.
- Support the JHR Jordan team as required with all document processing.
- Administratively support coordination of JHR activities as required.
- Take minutes in meetings and required.
- Support the JHR Jordan team on other administrative tasks as required.

Qualifications:

- A minimum of 2-3 years experience in office administration.
- A self-starter, multitasker and a clear communicator.
- Strong written and verbal communication skills.
- Proficient in both English and Arabic.
- Proficient in word processing on both Microsoft and Google based software.
- Knowledge of government and ministerial process in Jordan and experience submitting documents, accurately, to relevant ministries.

- Experience working in fast-paced, diverse and dynamic teams and is a strong team player.
- Demonstrated ability to prioritize tasks in a time-sensitive environment, meet deadlines, and ensure high quality targets are delivered with a strong attention to detail.
- Strong problem-solving skills with an eagerness to be innovative.
- Proven commitment to JHR's core values and mission statement.
- Have a valid driver's license and car.

How to apply

To apply for this opportunity, please send your resume and a cover letter to careersjordan@jhr.ca and list 'Office Administrative Assistant' in the subject line by September 5, 2019.

We thank all those who apply. Only shortlisted applicants will be contacted for an interview. No phone calls please.