

Administrative officer - Job Description

Send your CV at: info@logi-lebanon.org

Organization: Lebanese Oil and Gas Initiative (LOGI)

Description: LOGI is an independent non-governmental organization based in Beirut. It is developing a network of Lebanese experts in the global energy industry and provides them with a platform to educate Lebanese policy makers as well as Lebanese citizens on the key decisions facing the oil and gas industry. It focuses on public awareness, policy development and advocacy to help Lebanon maximize the economic and social benefits of its oil and gas wealth – and avoid the resource curse. You can learn more about LOGI at: www.logi-lebanon.org

Position Title: Administrative Officer | Part-time

Duration: March-December 2020 (possibility for renewal)

The administrative officer responsibilities within LOGI's governance structure:

- LOGI has both a Governing Board, whose officers are elected; an Advisory Board, whose members are selected, and an executive team whose members are selected through a call for applications.
- LOGI's Governing Board takes legal responsibility for LOGI, ensures the integrity of its financial and legal frameworks. It endorses LOGI's strategy and priorities in consultancy with the Advisory Board and input for its wider membership base. It also oversees LOGI's operations and the performance of the executive director.
- The Executive Director and staff oversee developing LOGI's overall strategy and workplan, in addition to running LOGI's operations under the guidance and management of the Governing Board.
- LOGI's Governing Board and Advisory Board ensure that the organization's policy positions on issues related to Lebanon's petroleum sector follow its Public Advocacy Standards.
- Full information on LOGI's governance standards and code of ethics can be found [here](#).

Essential Responsibilities

The administrative/communication officer reports to LOGI's executive director and is responsible for supporting LOGI's executive team with the logistical, administrative, and communication support required for effective operations. Responsibilities include:

Administrative Responsibilities:

- Support in organizing and scheduling all workshops, trainings, and activities executed by LOGI
- Control and management of documentation including statutory filings.
- Ensure documents are well organized and easily accessible.



- Manage office, ensuring stationary, and frequently used supplies are kept in stock and disbursed appropriately. This will include liaison with service providers and suppliers.
- Provide communication and reception services (including email management) ensure visitors and those seeking to contact members of LOGi team are provided with a prompt and professional service.
- Support communication and project manager on diverse tasks
- Act as minute taker in all LOGI internal as well as external meetings.
- Support PWYP MENA's regional coordinator in administrative related tasks (minute taking, file organization, workshop organization)

Skills required

- 3 years post graduate experience in public administrative jobs or other related fields
- Good writing skills
- Demonstrable skills and experience in using Microsoft office (word, excel, ppt)
- Ability to work under tight schedules and high pressure
- Fluent in English, Arabic (French is an added advantage).