

POSITION DESCRIPTION

Position Title: Logistics Assistant, USAID RPCD
Location: RPCD/FHI/CDS
Cairo, Egypt
Immediate Supervisor: Operations Associate, RPCD/FHI/CDS

OPENING DATE: December 9, 2011
CLOSING DATE: December 16, 2011

Position Description & General Responsibilities: The Logistics Assistant reports to RPCD Operations Associate. S/he will be helping in all office day-to-day activities, S/he will be helping in small purchases needed for the office and will be responsible for cleaning and guarding the office during the working hours.

Specific Tasks & Responsibilities include but are not limited to:

- Open the office in the morning and make sure all doors and windows and exits are securely closed before leaving at the end of the work day;
- Clean all rooms within the office;
- Perform or supervise maintenance of office structure, utilities and services, including plumbing, electrical, windows, heating and cooling, and related issues, locating and supervising outside workers as necessary;
- Collect service and utility bills for the office to be paid on time, including but not limited to telephone, water, electricity, garbage collection, security and internet;
- Carry messages and packages to other destinations, particularly to RPCD partner CDS;
- Assist in making photocopies, filing, stapling and help in preparing handouts, reports or other materials;
- Collect mail to deliver to courier service on a regular basis;
- Assist in cashing checks at the bank whenever needed;
- Work closely with IT Manager and Operations Associate to ensure office and kitchen supplies and office equipment are well maintained;
- Oversee all aspects of general office coordination, and arrange for the repair and maintenance of office equipment.

Qualifications:

- A diploma certificate is required;
- 1-2 years of experience in office and logistic assistant work;
- Excellent in customer service and people oriented;
- Excellent in handling all office work related to photocopying, cleaning, serving tea, coffee, reception, and office equipment maintenance;
- Familiarity with USAID-funded programs is a plus;

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, skills, efforts, or working conditions associated with a job.

FHI 360/CDS is seeking Logistics Assistant to support the Regional Partnership on Culture and Development Program, a three-year USAID supported program. The Logistics Assistant will be helping in all office day-to-day activities, S/he will be helping in small purchases needed for the office and will be responsible for cleaning and guarding the office during the working hours. A scope of work can be viewed at: <http://itac.aed.org/>. Interested parties should email a resume and cover letter to ichoucri@fhi360.org with “Logistics Assistant” in the subject line. Interested candidates should not contact staff at USAID or FHI 360 for information about these positions.