

Title	Admin Officer
Organization	Independent Joint Anti-Corruption Monitoring and Evaluation Committee (MEC)
Duty Station	Kabul
Duration	Six months with possibility of extension
No. of Jobs	1
Nationality	Afghan
Sex	female
Salary Range	NTA salary scale
Announcing Date	03-Oct-2018
Closing Date	12-Oct-2018
Shift	8:00 AM to 4:30 PM, Saturday through Wednesday
Experience	Experience in administrative tasks/office management for at least 3 year.

General Overview of MEC

In 2010, the Government of the Islamic Republic Afghanistan (GIROA) invited the international community to form the Independent Joint Anti-Corruption Monitoring and Evaluation Committee (MEC), to provide anti-corruption policy advice, and monitor and evaluate progress against specific anti-corruption benchmarks. The MEC was established jointly by the GIROA and the international community, following the London and Kabul Conferences in January and July 2010, respectively, and by Presidential Decree 61, 2010.

The MEC is an independent agency, and is not subject to direction from either the Afghan government or from the international community. Following the London Conference, the Government of the Islamic Republic of Afghanistan invited the international community to form a joint Afghan-International monitoring and evaluation committee. On September 18, 2016, the Afghan president issued Presidential Decree No. 115. This changed the legal status, duties, scope of activities and authorities of the Independent Joint Anti-Corruption Monitoring and Evaluation Committee which abrogates all previous Presidential Decrees. The MEC focuses on:

- Developing anti-corruption recommendations;
- Monitoring and evaluating the anti-corruption efforts of the Afghan government and the international community; and
- Reporting on a regular basis to the President, Parliament, and people of Afghanistan, as well as to the international community about the state of the fight against corruption.

Job Summary

The Admin Officer will be working under overall guidance of the MEC Head of Admin, HR & Procurement and ensures smooth operation of support activities of all admin matters at MEC. The Admin officer will assist HR department on specific occasions. The key results of Admin officer activities have direct impact on the overall MEC efficiency on administration, and office management success. It will also ensure smooth running of MEC's support activities and resource allocation. Admin Officer provides information and suggestion to the Head of Admin, HR and Procurement on all administrative and office management matters and any on other issues requested by the Head of department.

Duties and Responsibilities:

Provide overall administrative support for MEC and the Technical Secretariat including:

- Identifying office needs of supplies, stationary and etc. and present detailed lists of goods & services to his / her direct supervisor for ordering.
- Coordinating the printing and compilation of report, documents, briefing material, and other
- Supervision of life support services, including ACs, Heaters, electricity, water & power supply and etc.
- Stock management for Stationary, office supplies
- Office management including Admin office filling system, proper use of office spaces, resources and stationary
- Supervision of support staff including cleaners & cooks.
- Drafting official letters for visa and work permit
- Supervision and assigning of MEC transportation on daily basis.
- Provide assistance to HR department as needed
 - Assist in supervising of written test events
 - Assist in compiling of CVs from MEC jobs account and submitting it to HR for further process.
 - Assist on the day of interview
 - Assist HR department in management and coordination of timesheets and staff salary
 - Assist HR department in arrange ID cards and Business Cards for new staff members and updating for other staff members.
- Any other tasks assign by direct supervisor.

Qualifications

- University graduate in Public Administration, Management, Economic, or Business Administration.
- Experience in administrative tasks/office management for at least 3 year.
- Fluent in Dari or Pashto with good English Language skills (written & oral)
- Basic understanding of Microsoft Office (Word, Excel, PowerPoint)
- Good communication and Interpersonal skills
- Willingness to learn new skills, develop and take extra responsibilities.

How to Apply:

Candidates can apply for the position by sending their cover letter and CV in one PDF or Microsoft Word document, named in the following way:

"LAST_NAME_first_name.pdf" or "LAST_NAME_first_name.doc." Supplementary documents - degrees, certificates, etc. - should not be sent at this stage.

The single PDF or Word file should be emailed to jobs@mec.af with the subject line "Admin Officer" by Oct 12, 2018.