

Job Description – Locally Engaged Staff, Bahrain

TITLE	Administrative Assistant
LOCATION	PINZ Middle East, Manama, Kingdom of Bahrain
TERM OF CONTRACT	After completing 3 month probationary period, up to one year initially, then renewable by mutual agreement
COMMENCEMENT	March 2010
SALARY & CONDITIONS	Salary and benefits dependant on the appointee's qualifications and experience. To be discussed during interview.

COMPANY DESCRIPTION

PINZ Middle East is the Middle East branch office and wholly-owned subsidiary of PINZ Ltd, which is a New Zealand-based global project management services consultancy. PINZ is owned by shareholders from the New Zealand tertiary education sector and manages international education and social sector contracts. Contracts include capacity building and development, managing education sector reform and operating new tertiary institutions. Contracts are secured from international government clients, funders of international development work and other international clients.

The Company's major clients include:

- Overseas government agencies and institutions
- Multilateral Development Agencies (Asian Development Bank, World Bank, NZAID)
- Private Sector organisations

REPORTING RELATIONSHIPS

The Administrative Assistant reports to the PINZ Middle East Branch Manager on a line basis and to PINZ Senior Management Group and PINZ New Zealand-based staff on a functional basis.

Other relationships include with external stakeholders in the Middle East as required.

POSITION RESPONSIBILITIES / KEY TASKS

1. To support the achievement of the PINZ Middle East office's business performance targets. This includes assistance with aspects of identifying and developing international business opportunities in education-related consultancy services, and marketing of the parent company's capabilities to clients.
2. To provide administrative assistance to the PINZ Middle East Branch Manager, in support of Branch Business Plan targets. This includes assistance with the management of international projects and providing administrative support according to project plans, such as logistics, recruitment, planning and implementation of project activities.

3. Day-to-day responsibility to ensure the PINZ Middle East office is run efficiently and effectively, including capability to discharge duties with minimal guidance.
4. To contribute to and maintain a harmonious work environment with consistent standards of courtesy, cooperation, honesty, reliability, safety and quality performance in support of PINZ's values of trust, leadership and competence.

PERSON SPECIFICATIONS

Qualifications, Experience and Knowledge

- Undergraduate degree or equivalent post-secondary school qualification in Business Administration, Marketing, Education or related discipline is desirable
- Previous experience, desirably between 2-5 years post-graduation, in office administration and/or project/event management
- Knowledge of bilateral/multilateral development agencies active in social infrastructure (including Education, Human Resource Development, economic reforms) and/or experience in preparing proposals/ EOs/ business cases, project coordination/ management, logistics and administration is desirable
- Experience working/ living in and/or knowledge of the Middle East is essential.

Skills and Competencies

- Problem-solving and analytical ability: High level of analytical and conceptual thinking skills as demonstrated by an ability to research and process complex information, draw inferences from this, solve problems and make sound decisions is highly desirable. Strong, professional presentation skills are also desirable.
- Language skills: Excellent written and oral communication skills is essential, particularly fluency / proficiency in Arabic and English language. Preference will be given to Bahraini nationals.
- Time management: Well developed time management skills, willingness to take responsibility and self motivation are essential, particularly in a small-team office environment. Demonstrated by an ability to consistently meet multiple deadlines and the required standard in previous work and study without close supervision and be held personally accountable for results delivered.
- Initiative: Willingness to take initiative is highly desirable as demonstrated by track record of proactively finding opportunities to add-value or make a difference.
- Team Player: A consultative, approachable manner, an ability to build enduring relationships, be a team player and ability to relate to people at all organisational and professional levels is essential
- Computer skills: Expertise in a range of computer applications including MS Office (Word, Excel), Databases, Outlook and Internet is essential as demonstrated by an ability to create and modify information/ documents confidently and quickly learn new computer skills
- Personal attributes: Excellent interpersonal skills including ability to work in a regional setting and effective cross-cultural communication skills are essential. High degree of professional judgment and integrity is essential. Comfortable dealing with change, uncertainty and a willingness to seek feedback, advice and take on board constructive criticism and learn from mistakes is highly desirable. Responsible approach to identifying and managing personal stress and effective stress coping strategies.