

VACANCY ANNOUNCEMENT

Office Manager

Friedrich Naumann Foundation for Freedom (FNF) in Tunis is looking for an Office Manager to join the young and dynamic Tunis team.

Start Date: from October 1st, 2023

Type of contract: Full-time position

Duration of contract: 1-year contract with possibility of extension

Location: Les Berges du Lac 2, Tunisie

The submission deadline for applications: September 8th, 2023

Friedrich Naumann Foundation for Freedom (FNF)

Based on the principles of liberalism, the Friedrich Naumann Foundation for Freedom offers education, trainings and other activities in Germany and abroad. The Tunis Office of the Foundation was established in 1967 and it is the Foundation's oldest international office. With our events and publications, we help people to become actively involved in the affairs of their community and fully exercise their rights of political, social and economic participation. Our headquarters is located in the city of Potsdam and we maintain offices all over Germany together with project offices in over 60 countries worldwide. The Friedrich Naumann Foundation is an open laboratory of freedom and a global liberal think-tank. With over 200 employees, a comprehensive network of partners, experts, and volunteers worldwide complements the Friedrich Naumann Foundation for Freedom.

Our Vision:

The Friedrich Naumann Foundation for Freedom is a creative platform for innovation, intending to enhance the values and goals of liberalism worldwide.

Our Mission:

Our activities target individuals who share our core principles. We advise, motivate, and inspire relevant stakeholders to create, shape and market solutions for tomorrow that are based on enhancing individual freedom and responsibility.

Office Manager Roles and Responsibilities

- Generally, the Office Manager is responsible for all administrative tasks that are related to the office's well-being and the staff's needs. He/she is responsible for:
- Managing the Office Director's Appointments and Calendar
- Reception of visitors for the Office Director and other members of staff
- Booking Transportation, accommodation and flights for staff, visitors and seminar participants
- Official and legal paperwork related to the office and the staff
- Translation and communication for the foreign staff incl. financial paperwork from Arabic to English
- Organizing participation of staff and partners in FNF events worldwide
- Communication with the technicians. Supervising them during visits
- Office resources and supplies - Keeping track of and replenishing of missing supplies
- Financial / procurement paperwork for office matters
- Managing the office's main inbox: receiving and coordinating incoming mail and the sending of outgoing mail.
- Taking phone calls and transferring them to staff members. Responsible for opening the main door and assisting FNF visitors
- Co-onboarding of new staff and interns by preparing the technical software tools.
- Any general tasks as defined by the Management

Qualifications and Skills

- University or vocational training degree
- Minimum 2 years' experience in office management
- Common values and principles with FNF
- Planning and organizational skills
- Ability to multi-tasking and structured work
- Problem-solving and technical troubleshooting
 - Assertiveness
- IT skills
- Excellent communication and interpersonal skills with people of varying backgrounds
- Ability to work in a team and desire to learn new things
- Excellent English and Arabic skills, both written and verbal

Working Hours

The working hours are 40 hours per week. The work can at times require presence at one of FNF's programs or activities during the weekend.

Equal Opportunity

FNF is committed to provide equal employment opportunity to all persons regardless of age, color, national origin, race, religion, creed, gender, marital status, or any other characteristic are encouraged to apply.

Application Instruction and documents required

If interested to apply, send the following documents:

1. An updated resume highlighting past experiences in similar work.
2. A cover letter.
3. Your salary expectations.

To Tunis@freiheit.org, and Cc Arbia.Cheref@freiheit.org (email subject: Office Manager Vacancy). Kindly note that applications without all documents will not be considered.

Notes:

We thank all candidates for their interest; however, we are only able to contact those who are shortlisted. Interviews will take place at the FNF office or online during September.