

**Posting****Date:** December 16, 2012**Salary:** TBD

Research that makes a difference

**POSITION AVAILABLE***The Population Council encourages applications from local nationals.*

**TITLE:** Program Administrator

**REPORTING TO:** Senior Program Manager - PGY

**LOCATION:** Egypt

**LENGTH OF ASSIGNMENT:** One Year

**JOB DESCRIPTION:**

The Population Council is seeking to fill the position of **Program Administrator** in its Cairo office. This is a full-time position under the Poverty, Gender & Youth (PGY) program and reporting to the Senior Program Manager. The PGY program is one of three main thematic areas, that include Reproductive Health and HIV/AIDS, where the Population Council conducts research, provides technical assistance, builds capacity and designs innovative approaches. The objective of the PGY program is to understand the social dimensions of poverty, the determinants and consequences of gender inequality, the disparities that arise during adolescence, and the critical elements of a successful transition to adulthood in developing countries.

This full-time staff person will be responsible for coordinating and performing a wide range of administrative and secretarial support activities for the PGY Program. The incumbent of this position will be responsible for organizing and facilitating meetings, conferences, and other special events, carrying out all logistics, including the management of advances, reimbursement of tickets, payments of per diems & honoraria, as well as, reviewing hotel charges. S/he will be responsible for monitoring and coordinating accounting activities, keeping track of all grants expenditures, as well as making travel arrangements for program staff, screening & handling telephone communications. The PGY Administrator will also be responsible for composing and preparing written documentation and responses/correspondence within the program, as appropriate, drafting consultants' agreements and special contracts, as well as preparing all the necessary documents for sub-awards and sub-contracts.

Other responsibilities include reminding staff of administrative procedures, supplying information from file data, answering basic queries for information on the program, and maintaining program mailing list in coordination with the Computer Specialist, following-up on deadlines, action items or confidential matters, and performing miscellaneous job-related duties as assigned.

## **RESPONSIBILITIES:**

- Prepare budgets for new proposals.
- Maintain internal budget monitoring system for all PGY on-going projects and monitor the day-to-day expense of each project. Compare this system with the quarterly financial reports in order to ensure consistency and accuracy of budget monitoring.
- Prepare the Program Plan and Budget (PPB) for the PGY program, maintain and administer the PGY monthly petty cash.
- Make travel arrangements for PGY program staff, hotel reservations, as well as transportation facilities, as needed.
- Organize all events pertaining to the PGY program and handle all financial aspects of workshops and conferences including the management of advances, reimbursement of tickets, payments of per diems and honoraria as well as reviewing hotel charges.
- Prepare contracts and agreements for consultants, research assistants and field workers participating in PGY program activities, monitor and process the renewal, payments and expenses related to these contracts. This task also entails monitoring the timely submission of deliverables as outlined in contracts.
- Prepare all documents needed for sub-awards and follow up on payments and deliverables as outlined in the agreement.
- Undertake desktop publishing of different PGY publications, and follow-up with the publisher to ensure a high quality production
- Follow up on deadlines and action items and liaise between the technical team, HQs and donors to ensure the delivery of due reports in a timely manner.
- Collaborate closely with the Administration Unit to ensure the adherence to and application of proper administrative procedures.
- Attend PGY and project related meetings to ensure coordination and communication regarding administrative matters, maintain central PGY filing for major projects documents including contracts, amendments and reports, and provide guidance to PGY team members as needed.
- Any other task as assigned by the Senior Program Manager.

## **QUALIFICATIONS**

This position requires Bachelor's Degree in accounting, administration, business or any relevant field and a work experience of five years in a similar administrative post. Proficiency in written and spoken Arabic and English is a must. Excellent computer skills using MS-Word and MS-Excel are essential. Good knowledge of finance, accounting, and budgeting procedures, excellent organizational, and coordinating skills, ability to work independently with minimal supervision, and willingness to travel, as necessary.

## **BENEFITS AND REMUNERATION**

This position is available for immediate appointment. A competitive salary level, commensurate with the responsibilities and the applicant's past experience will be provided, in addition to the complete package of Population Council benefits for locally hired staff.

## TO APPLY

Please send resume and cover letter, including names of three references, by **December 25, 2012** to the attention of

Hanan Tammam  
HR & Admin Officer  
Population Council  
[htammam@popcouncil.org](mailto:htammam@popcouncil.org)  
Fax no.: 2525-5962

*The Population Council is an international, nonprofit, nongovernmental institution that seeks to improve the well-being and reproductive health of current and future generations around the world and to help achieve a humane, equitable, and sustainable balance between people and resources. The Council conducts biomedical, social science, and public health research and helps build research capacities in developing countries. Established in 1952, the Council is governed by an international board of trustees. Its New York headquarters supports a global network of regional and country offices.*

*The Population Council provides equal opportunity; it does not discriminate against any person with regard to age, color, creed, national origin, disability, political belief, veteran status, religion, marital status, gender, gender identity, or sexual orientation. Decisions on employment are based on an individual's qualifications as related to the position for which s/he is being considered. The Council has an affirmative action plan and especially encourages applications from qualified women and members of minority groups. The Population Council is international in the composition of its board of trustees and its staff, as well as in the nature and deployment of its activities.*