



VACANCY ANNOUNCEMENT

Office Manager

Friedrich Naumann Foundation for Freedom (FNF) Middle East and North Africa is looking for an Office Manager to join the Jordan team.

Start Date: December 1st, 2022

Type of contract: Full-time position

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

Location: Amman, Jordan

The submission deadline for applications: October 30th, 2022

Friedrich Naumann Foundation for Freedom (FNF)

The “Friedrich Naumann Foundation for Freedom” (FNF) proudly looks back on a long history of changes and challenges. From its establishment until now, the foundation grew constantly and became a globally-operating institution. In April 2007, the foundation’s name was extended by “for Freedom” to underline the new concept of “Marketing for Freedom” worldwide. Today, the label “for Freedom” is widely associated with successful projects.

Based on liberalism, the underlying principle of the foundation’s political activity, FNF is engaged in political education in both Germany and abroad. With our activities and publications, we help people to exercise their rights of political participation. We also provide scholarships for talented individuals. 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, the Friedrich Naumann Foundation for Freedom is the biggest liberal institution worldwide with a comprehensive network of partners, experts, and volunteers.

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 (youth, local politicians, and civil society actors) who share our core principles on liberalism. We advise, motivate, and inspire relevant stakeholders and create shape, and market solutions for tomorrow that are based on enhancing individual freedom and responsibility. We are the creative think-tank of liberal politics in Jordan and the MENA region.

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.
- Collecting and paying office utility bills
- 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
- Important! The first line of defense maintenance and IT issues. Jordanian server administrator. Server back-up
- Organizing participation of staff and partners in FNF events worldwide
- Supervising the driver's and the housekeeper's tasks
- Office cars paperwork
- 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 (Amman). Receiving and coordinating incoming mail and the sending of outgoing mail.
- Reception Work: Taking phone calls and transferring them to staff members. Responsible for opening the main door
- Co-onboarding of new staff and interns by preparing the technical software tools.
- Coordinating the process of issuing and renewing residencies and work permits of the non-Jordanian employees
- MENA correspondence for all IAF matters
- Any general tasks given by the Regional Director, the Regional Finance Coordinator and the Project Manager
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Qualifications and Skills

- University or vocational training degree
- 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
- Ability to work in a team and desire to learn new things
- Excellent English and Arabic skills, both written and verbal
- Knowledge of the German language is preferred Substantial knowledge of politics in Jordan and the MENA region

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 amman@freiheit.org, and Cc' Majd.Ismail@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.
- Assessment Evaluation of qualified candidates for this position may include a substantive assessment, such as a written test, which will be followed by a competency-based interview.
- Interviews will take place at the FNF office or online during November.