

JOB DESCRIPTION

Job Title:	Administrative Coordinator
Reporting Relationship:	Director for Administration & Operations
Location:	The Africa Institute, Sharjah, United Arab Emirates
Expected Starting Date:	For immediate hire
Job Status:	Full-time
Role Purpose:	Responsible for providing high-level professional administrative support.

About The Africa Institute, Global Studies University

The Africa Institute is a newly established, research-focused graduate studies institute and think tank. The Africa Institute is established as a cultural and academic unique addition to the study of Africa and its diaspora, in addition to its unique emphasis on Afro-Arab historical relations and linkages. AI will contribute to advancing knowledge production about Africa and its people, their social, cultural, and intellectual heritage, and contributions to human civilization at large. This will be accomplished through research, teaching, and contribution to the development of related academic disciplines in the humanities and social sciences. The institute is working to develop degree programs at the master's and Ph.D. levels, in relation to Africa and the emerging studies of the global African diaspora, in addition to a special diploma in African languages. For more information, visit: www.theafricainstitute.org

Key Responsibilities:

- Responsible for administrative work to be assigned by the supervisor
- Should be able to handle correspondences such as letters, reports, letters, and memos in both Arabic and English
- Establishes, maintains, and updates filing system and records
- Serves as a first point of receiving inquiries and provides an adequate reply
- Handles internal and external mail
- Maintains office supplies and keeps an inventory of office equipment
- Updates the calendar and notifies staff of meetings
- Handles logistics of planned events, such as travel, accommodation, catering, and bookings for the Africa Hall from third parties
- Other duties as assigned

Required Education:

Bachelor's or Master's degrees in a related field

Required Work Experience:

- 3-5 years of experience in an administrative position, preferably in higher education or an international organization/company
- Experience in events coordination
- Experience in working in a diverse environment

Key Competencies:

- Ability to work collaboratively
- Self-starter and initiative-taking
- Adequate communication and problem-solving skills
- English proficiency is required
- Proficiency in the Arabic language is an asset

If you are interested, kindly send an email with your CV and a Cover Letter to the following email: careers@theafricainstitute.org. Please mention the position you are applying for in the subject line.

"Salary and further compensation commensurate with degree and experience. Benefits package includes health insurance, housing, and transportation, children school fees allowances subject to coordination of benefits."

"The Africa Institute (GSU) is committed to fair employment practices and encourages women and men of all national, ethnic, and religious backgrounds to apply and join our expanding team. UAE nationals are encouraged to apply."