The International Budget Partnership (IBP) is based at the Center on Budget and Policy Priorities (CBPP) in Washington, DC. The IBP provides a range of services to help non-profit organizations analyze and influence public budgets in developing and transition countries. The IBP is seeking an Administrative Assistant to be part of the IBP administrative team, to provide administrative support to the Training and Technical Assistance Program, and the Middle East and North Africa (MENA) Project, in particular. The Administrative Assistant will report to the Director of Operations, and coordinate closely with the Manager for Training and Technical Assistance Program, the Senior Facilitator and Advocacy Specialist and other colleagues in the program.

**Responsibilities**

- Provide administrative support for all aspects of grant making in Egypt and Tunisia.
- Manage and maintain electronic and paper archives of documents related to the general administration of the MENA project.
- Lead on the general administration related to the IBPs Middle East and North Africa Project. This includes: (a) follow up submission of time sheets of all project members of staff based overseas and prepare these for approval; (b) prepare, secure approval of and follow up project staff expense reimbursements; (c) prepare check requests for, organize documentation in support of and ensure timely submission of the payment of charges against corporate credit cards; (d) support travel and visa arrangements for travel of project staff as may be required; and (e) manage tracking of and payments against consultant and vendor contracts.
- Liaise with other IBP staff, MENA project staff, consultants and vendors, and grantees and other partners as may be required to provide general administration support for the MENA project, as described above.
- Support all administrative work relating to activities and events organized. This includes: (a) work closely with other IBP staff members to organize all logistics and other related services (eg, translations) for events; (b) organize and process reimbursements for consultants and participants; and (c) prepare the reconciliation of expenses incurred as part of the events organized.
- Support the management and administration of grants the Project will be making to partners. This includes: (a) assist in the processes for getting grant proposals approved; (b) secure all due diligence documents from partners for all grants to be disbursed; (b) assist in the preparation of grant agreements for program partners; (c) keep physical and electronic records of all grant agreements; (d) prepare the paperwork required for all transfers associated with grants; (e) keep physical and electronic records of all narrative and financial reports submitted in compliance with grant requirements.
- Manage and maintain the IBP constituent relationship management (CRM) database, particularly in respect of the data of the project’s partners, consultants, vendors, and other stakeholders.
- Utilize and manage the CRM database.
- Organize international conference calls and meetings, prepare reference materials, and handle financial administration tasks for the Training and Technical Assistance Program and specifically for the MENA project.
- Participate on a regular basis in meetings of the Training and Technical Assistance team and the wider IBP.

**Skills and requirements**

- Minimum of 3 years administrative experience.
- Ability to carry out multiple administrative tasks with ease and efficiency.
- Ability to prioritize tasks according to deadline, accomplish work on schedule and respond quickly to changing priorities.
- Ability to work well under pressure and to work independently with minimal supervision.
- Detail-oriented, well organized and flexible.
- Demonstrated ability to work closely and collaboratively with colleagues.
- Experience working with at least one type of CRM software is required.
- Computer literate, including advanced knowledge of MS Word, Excel, PowerPoint and Outlook.
- Ability to accurately complete basic spreadsheet reconciliations.
- Undergraduate degree preferred.
• Fluency in both Arabic and English is compulsory. Knowledge of French is a plus.
• Interest in international development is a plus.

This position is based in Washington, DC.

Salary: Commensurate with experience, excellent benefits, including two health and dental insurance options, life and long term disability insurance, retirement, flexible spending accounts and generous vacation, sick leave, and holiday schedules.

To apply: Send a resume and cover letter via e-mail to butler-norris@cbpp.org. Please put IBP Administrative Assistant – MENA project in the subject area. Resumés will be accepted until the position is filled.

PLEASE, NO PHONE CALLS.

The Center is an Equal Opportunity Employer.