



The Food Heritage Foundation

TERMS OF REFERENCE

Administrative Officer

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The Food Heritage Foundation (FHF) is a non-profit organization that strongly believes in local food heritage being a potent tool for economic development. The FHF aims to revive traditional cuisine and local produce and promotes the livelihoods of rural producers and processors through rural-urban linkages. FHF has been implementing capacity building projects throughout Lebanon promoting the local food system, supporting the livelihoods of small-scale farmers/producers, and fostering sustainability.

FHF is currently implementing a project aiming at fostering food security while promoting resilience and adaptation capacities of vulnerable small and medium-sized agricultural enterprises. The project is implemented by FHF in partnership with GIZ and is commissioned by BMZ.

Within this project, FHF is seeking to recruit a part-time Administrative Officer who shall provide administrative support to FHF team. He/she should develop an in-depth knowledge of the projects' activities and processes and be a focal point of contact for other project staff members on administrative matters.

Scope of Work

The Administrative Officer will be primarily responsible of the following activities:

- Follow on up with the employees on all logistic problems and needs
- Organizing all documents related to Suppliers and Employees
- Drafts routine correspondence to respond to enquiries in respect to relevant administrative, financial audit, personnel matters.
- Coordinate with the Financial officer on all due and pending payments
- Following up on all logistics related for training, transportation..
- Reporting to the board team on a monthly basis the performance of each employee

- Initiates, reviews, processes and follows-up on actions related to the administration of the unit's human resource activities, e.g., recruitment of staff and consultants, placement, promotion, relocation, performance appraisal, job classification reviews, separation of staff members, training...
- Responds to enquiries and provides information and advice to staff regarding their entitlements, administrative procedures, processes and practices, conditions of service, duties and responsibilities, and entitlements under the Staff Rules and Regulations.
- Oversees the maintenance of vacancy announcement files and keeps track of status of vacancy announcements.
- Monitors expenditures and compares with approved budget; prepares adjustments as necessary.
- Assists managers in the elaboration of resource requirements for budget submissions.
- Assists with day-to-day administration of contracts
- Following up on the procurements and all the foundation purchases.
- Keep track on all equipment provided to the team (laptops, LCD...)

Essential Minimum Qualifications

- University degree in Business Administration or relevant fields
- Previous work experience as an Administrative Officer or related position
- Excellent knowledge of Arabic and English languages, French is a plus....
- Good reporting skills
- Strong organizational skills, including time-management, and multitasking
- Excellent teamwork and communication skills

Period

- 18 months from January 2023 to June 2024 with probation period of 3 months

How to Apply

- Deadline to submit CV: Jan. 10, 2023
- Interested candidates should send their CV to: info@food-heritage.org