Job description

Position title: Administrative Specialist/Office Manager

Organization: Aflatoun
Location: Netherlands
Job type: Full time
Salary: Between €2634 and €3236 per month
Comment: Inclusive of pension, health insurance, holiday allowance and national insurance contributions
Deadline: 20/12/2022

The Organization
Aflatoun International is a non-profit organization, which offers social, financial & entrepreneurship education to children and young people worldwide, empowering them to make a positive change for a more equitable world. Aflatoun creates high-quality curricula for different age groups, which are contextualized to local needs and circumstances, and are implemented by over 300 partner organizations in 101 countries. Aflatoun programmes inspire children to discover their talents and put them to use, to stand up for their rights and those of their communities through active learning and problem-solving. They learn how to save, how to budget, and how to set up social and financial enterprises that benefit themselves, their families and their communities. Aflatoun has been recognized globally (Brookings, Harvard, HundrEd, Million Lives Club) for its high-impact, low-cost model, which has shown to be effective in changing the behaviours of participants across the globe.

By using a social franchise model, Aflatoun transfers curricular content, monitoring and evaluation tools, and training capacity to partner organisations, helping them enhance their existing expertise and create an efficient learning ecosystem. Aflatoun’s programmes follow an active-learning, participant-centred methodology, which combines social and financial education (SFE) through engaging participants, educators, government institutions and civil society organisations.

We are currently looking for a dedicated and enthusiastic Administrative Specialist to join us in our mission.

Position
The Administrative Specialist ensures the effective and efficient operation of Aflatoun International’s technology, logistics and administrative functions, and ensures the proper management of the office.

Key Areas of Responsibility

Ensure the management of different Systems in place

- Ensure that the systems in place are used efficiently (Exact, Monday.com, Office, Box etc)
- Provide technical support in addressing any challenges and issues that may arise using the systems

Administration & Logistics
• Contract management: Manage contracts for office services including rent, insurance, cleaning, maintenance, post, communications, memberships, etc. Negotiate contracts for services, maintain up-to-date records, and ensure delivery of services and forward invoices for payment.
• Administrative process improvement: Implement efficiency improvements in office management and logistics including providing training and written guidance to team members and identifying potential technical/IT solutions
• Administration: Assist the team with administrative tasks, including deliveries/post, keeping email groups up-to-date, etc.
• Governance: Maintain KvK registrations for the board.
• Induction: Provide all new staff, consultants and interns with information on necessary administrative procedures and requirements and ensure the proper onboarding of new employees.
• Security: Implement policies and processes related to physical security for Aflatoun employees and property (eg. coordinate Aflatoun participation in building fire drills, maintain first aid kit, maintain insurance contracts, communicate with employees about travel and security policies).
• Procurement: Assist the Management Team to establish panels for key service providers (eg. translators, proposal writers, etc).
• Travel: ensure that the organization has access to an effective travel agency to assist the team in their travel bookings and provide the necessary support to the team during travel.
• Events: Assist team members with the organization of Aflatoun International events, including venues, accommodation, transport and administration.
• Order office supplies as needed.
• Administration of Aflatoun info box.

Information & Communications Technology

• Develop, maintain and monitor compliance with Aflatoun International’s IT policies and processes and make improvements to ensure data security and protection.
• Manage Aflatoun International’s ICT hardware, including purchasing and maintaining records of equipment and organizing maintenance and replacement as required.
• Manage Aflatoun International’s ICT systems, including managing contracts for and relationships with IT service providers, maintaining the required number of licenses and setting up new users.

Non-technical responsibilities as Aflatoun staff
• Positively contribute to team discussions and the effective running of the organization;
• Cross-departmental collaboration, compliance with organizational policies and procedures including submitting monthly timesheets;
• Promote Aflatoun’s work on social media;
• Perform other duties and tasks, consistent with the skills and expertise, as required in non-routine circumstances;
• Be willing to adapt to different tasks and different cross-organizational tasks, this includes but is not limited to helping deliver Aflatoun events such as the International Conferences and staff retreats.

Required Skills & Qualifications
• Minimum 5 years of experience in relevant positions including experience in contract management and administering IT systems. Experience in an NGO setting is considered an asset.
• Proficient in the administration of CRM systems.
• Ability to quickly learn how to use new IT systems (eg. timekeeping, leave management, accounting, document storage, intranet, etc) and coach others in their use.
• Target-driven and achievement oriented
• Ability to work in a multicultural team
• Proactive outlook: hands-on can-do mentality, flexible.
• Experience in budgeting and managing resources.
• Experience in office management

**Employment details**
The position is for a full-time position. We offer a dynamic and pleasant multicultural working environment, with an indicative gross monthly salary range of € 2634 and € 3236 per month (inclusive of pension, health insurance, holiday allowance, and national insurance contributions) - the salary level awarded will depend on relevant work experience and educational background.

Due to the nature of Aflatoun’s work with children around the world, specific attention is drawn to Aflatoun’s Child Protection Policy and its Policy on the Protection of Sexual Exploitation and Abuse (PSEA). These two policies are required to be signed by new employees and form part of the employment documents related to the employment contract. The applicant commits to zero tolerance toward sexual exploitation and abuse. An additional written test may be required.

Management may appoint at a lower step based on the candidate’s skills and experiences against the position’s requirements

**A valid work permit for the Netherlands is required for this job**

**Reaction**
Please apply online at [https://aflatoun.bamboohr.com/careers/163](https://aflatoun.bamboohr.com/careers/163) no later than 20/12/2022. If you have any specific, questions about the position please contact HR Officer Chitra at chitra@aflatoun.org.