Administration, finance, and logistics officer

Civipol has been selected by the European Commission to implement the Partnership Against Smuggling of Migrants and Trafficking in Human Beings in Egypt (PACSOM) project. The project officially started in January 2025.

This four-year project, funded by the European Union, aims to contribute to an improved national response, based on rights and gender sensitivity, to combat migrant smuggling and human trafficking in Egypt.

The project is composed of :

- 1 project coordinator
- 1 long-term training expert
- Non-principal experts, recruited along the duration of the project.

The project's operational base is located in Cairo, Maadi district.

LIMITE DE CANDIDATURE

05 Septembre 2025

DURÉE DE LA MISSION

Long Terme

ZONE GÉOGRAPHIQUE

Afrique

Job description

The main objective of the Administration, finance, and logistics officer is to assist the principal and non-principal experts in their daily activities in the implementation of the project.

He/she will be involved in the day-to-day management of the project, including logistical support for various meetings and travel, and administrative tasks such as secretarial work and accounting follow-up. He/she will report to the project coordinator and project manager at Civipol headquarters. Without limitation, he/she will be responsible for:

Secretarial duties

- Telephone management: taking messages and scheduling appointments;
- Postage and sorting of mail;
- Managing the schedules of the senior expert team;
- Creating and updating a list of local suppliers;
- Performing any other administrative tasks required by the team of senior experts and other non-senior experts;

- Assisting with the preparation of project documents, deliverables, and reports (terms of reference for non-senior expertise, contractual deliverables, meeting minutes, etc.), formatting them, and filing them.

Accounting tasks

- Record invoices, file them and enter them into SPICE (ERP);
- Under the responsibility of the project manager, monitor the budget allocated to the office's operations;
- Update the dashboards related to the local office's operating costs provided by Civipol headquarters.

Logistical tasks

- Support the organization of various seminars and meetings: room and catering reservations, management of travel arrangements for various groups, collection of participation data, completion and recording of attendance sheets;
- Ensure and coordinate various logistical tasks during the organization of seminars, conferences, and other meetings (booking airline tickets, welcoming participants, monitoring attendance sheets, etc.);
- Assist in the preparation and follow-up of missions and travel for Civipol headquarters staff;
- Organize missions and/or training courses.

All of these tasks are carried out in accordance with Civipol's rules and procedures. The Administration, finance, and logistics officer is based in Cairo, Egypt. The position is expected to start in September 2025.

Required skills

- Office tools – proficiency in Word, Excel, PowerPoint
- Language skills: French and English (read, written, spoken), Arabic would be an advantage
- Knowledge of Cairo essential
- Accounting skills relating to SPICE (cash and bank entries)
- Minimum 2–3 years of higher education
- Rigorous and organised
- Good interpersonal skills
- Knowledge of the field of international cooperation is an asset.

Please send your applications (CV and cover letter) electronically to the following email addresses:

- julianne.o-boulou@civipol.fr, Julianne ONGONG BOULOU
- eric.segura@experts.civipol.fr, Eric SEGURA

Please mention in the subject line ‘Application for the position of Administration, Finance and Logistics Officer’.

Incomplete applications will not be considered.

