FSD

Terms of Reference

FSD Iraq – Operations Assistant

General Description
The FSD Operations Assistant will be responsible for providing administrative support in the FSD Iraq operations department.

Reporting Structure
As the Operations Assistant for FSD Iraq you will report directly to the National Operations Manager or any other designated person appointed/instructed by the PM.

Working Hours
The normal office hours for the Operations Assistant are 0900 – 1700 hours, Sunday to Thursday.

Duties and Responsibilities
- Prepare and compile all documentation required for submitting JCMC and JCC access approval letters;
- Responsible for completing general administration access approval letters (Arabic);
- Responsible for processing/filing of Quality Assurance reports from field operational staff;
- Responsible for completing security details information for new hire employees;
- Responsible for filing all completed security check documentation and associated data for new hire and existing FSD staff;
- Assist in the registering of administration memos (In/Out);
- Prepare translated FSD documents, letters, meeting notes etc; (Arabic)
- Assist as required in completing the administration documentation for FSD team structure sheet/Personnel Warning File and Personnel Fines sheet/Registering of administration memos (In/Out)
- Co-ordinate and assist where required in the candidate interview process for FSD Iraq job applicants;
- Ensure confidentiality of employee files;
- Any other operational issues as required by the National Operations Manager;
- Act as an interpreter as required for the Program Manager, International Operations; (Arabic)
- Work within the framework of FSD core values and act as an ambassador for FSD, through professional and exemplary conduct.
- Adhere to all FSD policies and Administration procedures.
- Any other duties as required by the Program Manager.

Additional responsibilities include:
- Responsible for issue and renewals of FSD Iraq Identification Cards;
- Contribute to culture of excellence, continuous improvement and performance optimization across all projects;
- Be a role model for diversity and inclusion, as well as a positive role model for contributing to the team spirit.