

Job Title: Administrative Officer

Reports to: Director of Communications

Hours: Full-time

Location: Najaf Al-Ashraf, Iraq

About the Organisation:

At Al-Ayn, we are committed to ensuring that every orphaned child living in poverty has access to the tools and opportunities they need to overcome their difficult experiences. We believe that when a child fulfils their potential, their own future is transformed as well as the future of their families, their community, and society at large. To achieve that, we are led by our core values of transparency, dignity and empowerment.

Job Overview:

The Administrative Officer will play a key role in supporting the International Director of Communications and the team, ensuring seamless coordination, accurate and timely reporting, and efficient management of communications and administrative activities across Al-Ayn's 15 international offices. This role is central to enabling the team to deliver high-impact projects and maintain excellence across all communications channels.

Key Responsibilities:

- Coordinate with the team members from different departments within Al-Ayn.
- Liaise with the Sadaqa Jariya and Sponsorship teams in Iraq to gather updates and share with member offices.
- Produce reports for international Key Supporters.
- Assist in preparing the monthly fundraising reports for all international offices.
- Monitor incoming requests via project management tools.
- Proofread Arabic content for accuracy and clarity.
- Review and edit key documents to ensure clarity, accuracy, and consistency.
- Attend team meetings and document key action points.
- Welcome international guests to the office and support with tours.
- Support with other admin-related tasks.

Education/Experience:

- Fluent in English and Arabic.
- Experience in the voluntary sector.
- Public speaking experience.
- Experience in project management and using tools like ClickUp or similar platforms.
- Strong organisational and multitasking skills in a fast-paced environment.
- Experience in proofreading content.
- Proficiency in Microsoft Office and basic data reporting.
- Ability to work collaboratively across international teams.