

## **Mahatat for contemporary art is hiring!**

Mahatat for contemporary art is a Cairo-based social and cultural enterprise founded in 2011. Through contemporary art practices, Mahatat seeks to transform public spaces, create opportunities for exposure to the arts and offer needs-based learning experiences to artists, practitioners and entrepreneurs. We are facilitators, curators, consultants, and producers on matters related to arts in public space and community art.

We are seeking a dedicated and dynamic Administration and Office Manager to join our small team from starting from June 1<sup>st</sup>.

### **Job Objective:**

Managing Mahatat's office administration, personnel files and procurement.

### **Qualifications:**

- Two years in a similar position (volunteerism and internship count)
- Excellent understanding of and commitment to Mahatat's vision, mission, strategic goals and objectives
- Excellent Office skills (word and excel)
- Basic knowledge of accountability
- Excellent communication and coordination skills
- Capable of working in a small team and in a creative environment
- Good written command of both Arabic and English
- Previous experience in NGOs and social enterprises is a plus

### **Administration Officer Responsibilities**

- Responsible of the office management and maintenance including rent payment, office supplies, internet and arrangement.
- Responsible of the office procurement, including preparing bid analysis, service provider's offers and updating vendors data base.
- Responsible of the office fix asset and equipment.
- Track the attendance sheets and worksheets.
- Responsible of the personnel payrolls and track payment.
- Dealing with service providers and vendors such as public accountant. Lawyer, HR and accounting consultants.
- Responsible of the office petty cash.
- Update and maintain personnel files and performances development plans.



- Prepare staff and vendors contracts.

To apply, please send your CV and two references to [info@mahatatcollective.com](mailto:info@mahatatcollective.com), and [h.elcheikh@mahatatcollective.com](mailto:h.elcheikh@mahatatcollective.com) by the latest 11<sup>th</sup> of June, 2016 at 6pm.