The Netherlands Institute in Morocco (NIMAR) in Rabat is seeking a

**Administrator / Receptionist (full time)**

Vacancy number 17-03

**Job description:**

The administrator / receptionist plays a key role in representing the Nimar. He/she is the first contact person for visitors, partners and people interested in the Nimar. He/she supports the staff by helping them with all administrative tasks and does the secretarial work. He/she also contributes to creating a pleasant study environment and assists colleagues and visitors with technical questions thanks to his / her good knowledge of ICT. He/she has team spirit and takes initiative to help the staff as efficiently as possible.

The tasks are, amongst others:

* Receiving and referring visitors and interested parties at the reception of the NIMAR; help assuring that the house rules are respected; practical assistance during lectures and cultural activities;
* General secretarial assistance (amongst others: answering the phone, answering and transferring e-mails, printing and copying for staff and students, making reservations for hotels and transportation);
* Administrative tasks (amongst others: keeping the address database up to date, process incoming and outgoing mail, assistance in all administrative processes);
* PR and communication tasks: updating the website in CMS (Dutch - English – French; designing posters for lectures and cultural activities;
* Providing ICT support to all NIMAR staff.

**Your profile**:

You are a representative, independent and flexible employee. Your caring, welcoming and open attitude and excellent communicative skills make sure that everyone feels very welcome at the NIMAR.

Experience and skills:

* A minimum MBO/HBO work attitude;
* 2 years of experience in the same or comparable function;
* Knowledge of Windows, MS Office, Word, Access, Excel, Outlook and CMS;
* Knowledge of Morocco;
* Knowledge of the Netherlands;
* Excellent knowledge of the French, English and Arabic language, in speech as well as in writing.
* Knowledge of Dutch is highly desirable but candidates willing to learn Dutch can be taken in consideration.

**Description of the organization**

The Netherlands Institute in Morocco is an institute of Leiden University with a national responsibilities/task setting. It is funded by the Ministry of Education, Culture and Science and the Ministry of Foreign Affairs and works closely with the Dutch embassy in Morocco. NIMAR offers, under the responsibility of the Leiden University Faculty of Humanities, high-quality bachelor’s and master’s programs to students from research universities and universities of applied sciences about language, culture, religion and society of Morocco, North Africa and the region.

The Institute offers programs that contribute to the intellectual development of an Islamic cadre in the Netherlands, of young Moroccan-Dutch people, and professionals from the Netherlands, Arabic world and Africa. NIMAR facilitates and promotes scientific research and makes this knowledge accessible to the Dutch community. Nimar has also a library and helps developing a national collection of Morocco and the Arabic world;

NIMAR has about 9 staff members with its Director leading the institute.

**We offer**:

A job position for a year. After a positive evaluation of your work attitude, a renewal is possible. The monthly wage depends on your educational background and work experience and can amount from minimum 16.101 to maximal 24.152 MAD MAD bruto based on a workweek of 37 hours for a fulltime job (scale 6 Rrlok).

The job is not an expat function, but a local function based on the salary and work conditions of the Dutch Embassy in Morocco.

The Juridical Status Local Employers (Rrlok) on the employment contract is determined by the Minister of Foreign Affairs and also the (Puw). By consequence the salaries are adapted to the local conditions.

**Information**:

For more information about this job function and the procedure, please contact Sarah Michiel: s.michiel@hum.leidenuniv.nl

**Applying**

You can send your application with the vacancy number, a motivational letter and your CV to vacaturesnimar@hum.leidenuniv.nl. before 29th of may.