



AIDS BUSINESS COALITION IN THE ARAB REGION

إتحاد أصحاب الأعمال لمواجهة الأيدز في المنطقة العربية

Terms of Reference

ABCAR Supervisor

Duration of contract:	3 to 6 months (renewable)
Starting date:	-
Site location:	to be determined
Supervised by:	ABCAR Managing Director

Duties and Responsibilities

Under the direct supervision of the ABCAR Managing Director (*and with the potential support of ABCAR Administrative Assistant – depending on available funding*), the incumbent will be responsible for:

1. Supporting ABCAR activities by:

- Coordinate with ABCAR partners on the organization of relevant events (technical meetings for the establishment of National Business Coalitions, steering committee meetings, etc).
- Represent ABCAR during regional/international events
- Researching and identifying private companies potentially interested in joining ABCAR.
- Organizing meetings with decision-makers and potential ABCAR members
- Fostering networking among ABCAR members (through newsletter, meetings, business breakfasts, social events, etc).
- Researching and studying collaboration opportunities with global/regional/national organizations connected to the private sector.
- Coordinate ABCAR initiatives with National Business Coalitions' strategy and other partners (ILO, UNDP, WEF, etc).
- Coordinate with marketing companies on the design and the production of new training/advocacy tools.
- Researching and identifying potential funding agencies.
- Coordinate with marketing companies regarding the design and maintenance/update of ABCAR website.

2. Deliverables:

- Supervise and assist in the preparation of minutes/reports for ABCAR conference calls and missions
- Supervise and assist in the preparation of ABCAR financial reports
- Supervise and assist in the preparation and submission of Funding Proposals for international and bilateral grants

Qualifications and experience required:

- A background in Social Science, International Business, Economic Development or its equivalency.
- Professional experience of no less than 5 years in the Arab region
- Some experience with the private sector in the Arab region
- Excellent communication skills and solid organizational and writing skills
- Languages: written and spoken Arabic, English, and French necessary

If you are interested, please send a CV and a Cover letter to: info@abcaronline.org