

**POSITION DESCRIPTION**

# **BUSINESS OPERATIONS ADMINISTRATOR MEA**

**ROLE TYPE | 1.0 FTE, ONGOING**

**TEAM | BUSINESS OPERATIONS**

**LOCATION | UAE**

**MANAGER | BUSINESS OPERATIONS ADMINISTRATION MANAGER/CHIEF OF STAFF**

**DIRECT REPORTS | N/A**



**GLOBAL CCS  
INSTITUTE**

# WHO ARE WE | A FOR-PURPOSE ORGANISATION

## VISION

CCS is an integral part of the net-zero emissions future.

## MISSION

To accelerate global deployment of CCS.

**“We champion a sustainable future with global collaboration on CCS.”**

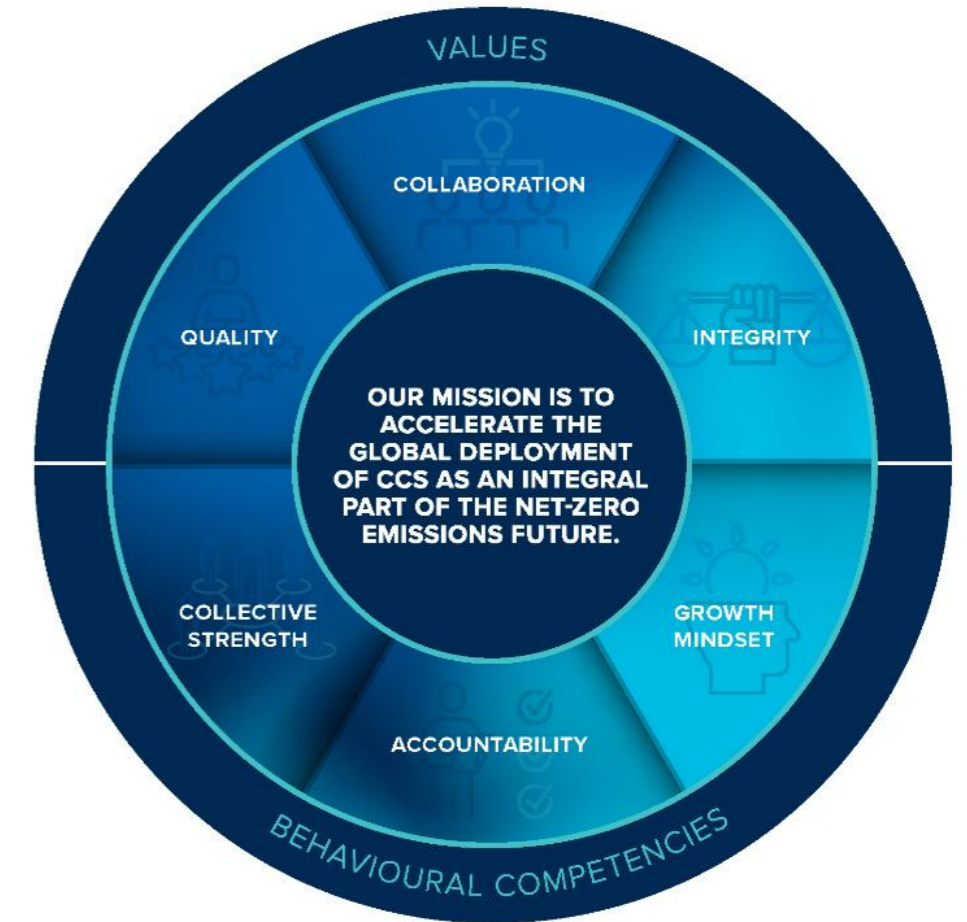
# WHAT ARE WE | AN INTERNATIONAL THINK TANK

Over 200 members across governments, global corporations, private companies, research bodies and NGOs, all **committed to a net-zero future.**

Approximately 60 staff globally; Office locations include Melbourne (Head office), Houston, Washington D.C., London, Brussels, Abu Dhabi, Beijing, and Tokyo.

Collectively, our CCS subject matter expertise spans (a) carbon capture, transport, and storage technologies, (b) CCS policy, legal, and regulatory frameworks, and (c) CCS finance and economics.

Together, reinforced by our **Values** and **Behavioural Competencies**, we lend our skills and expertise to tackling the climate change challenge by **delivering impact for CCS**, changing the world for the better.



# HOW WE OPERATE | VALUES AND BEHAVIOURAL COMPETENCIES

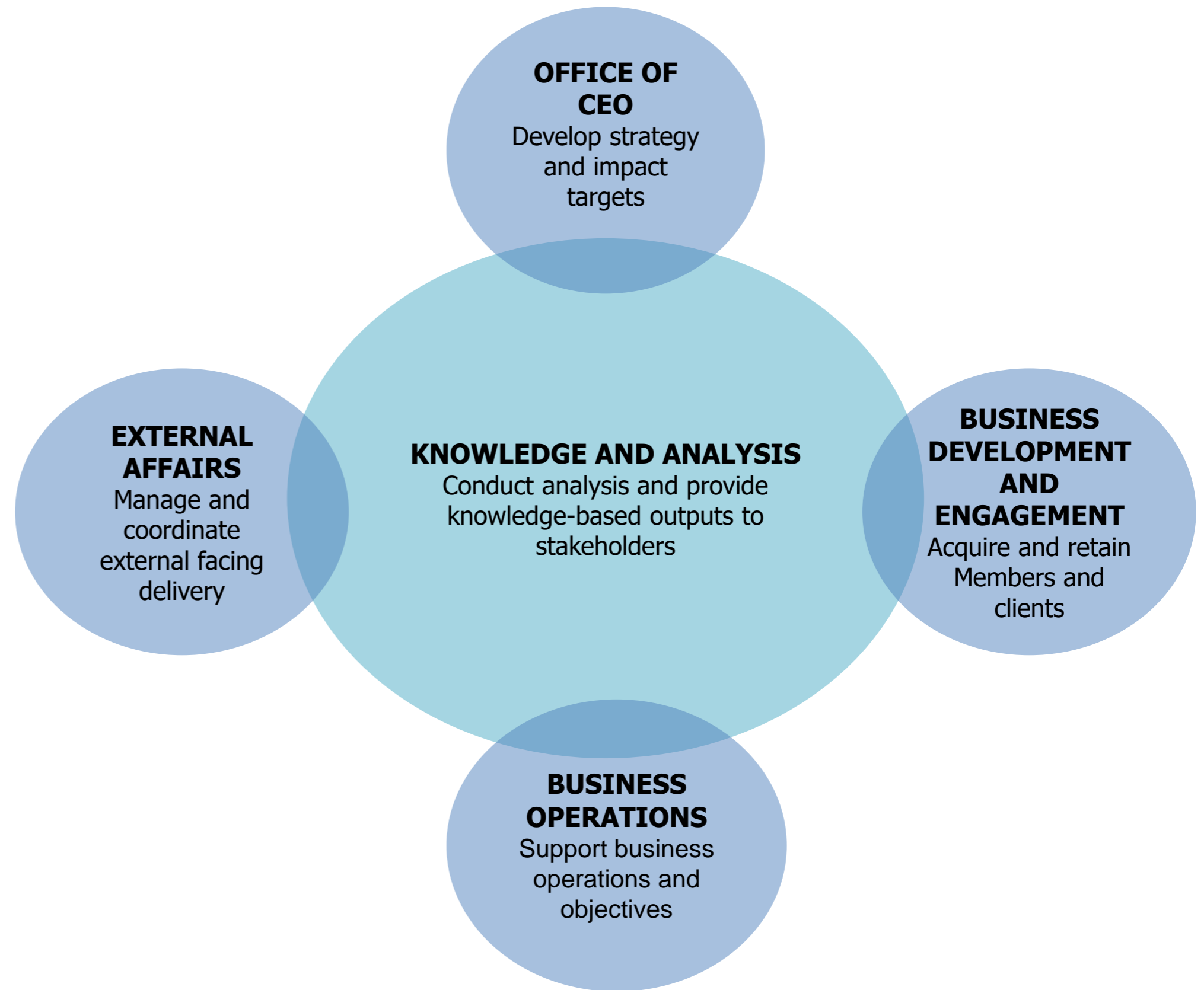
Our **Values (Quality, Collaboration, Integrity)** underpin the way we do things at the Institute and guide us internally in our day-to-day work. Our **Behavioural Competencies (Collective Strength, Accountability, Growth Mindset)** complement our Values with the aim to amplify each aspect and are essential to ensure we deliver impact for CCS.



# OUR TEAMS

## HORIZONTAL MINDSET

“We do our best when we work together. By adopting a horizontal mindset, we operate as one team with a shared purpose to create impact for CCS.”



# HOW YOU CONTRIBUTE

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The Business Operations Team contributes to the Institute's success by optimising efficiency, fostering a collaborative work environment, and ensuring seamless administrative processes and systems.

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The Business Operations Administrator MEA makes significant contributions by overseeing daily operations, managing resources effectively within the MEA , supporting the Global Administration and Finance team and promoting a culture of productivity and excellence within the administrative team.

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## KEY RESULTS IN PRACTICE

- Improve internal client satisfaction through the identification of efficiencies and value-add activities both within the region and globally.
- Seek and act on regional administration support feedback.
- Regional staff comply with global travel and administrative policies and practices.
- Demonstrate communication and collaboration across functions to identify solutions, innovate, and support each other via active participation in team meetings, emails, Teams, etc.

# CONTRIBUTIONS IN PRACTICE

## Administration

- Be the first point of contact for business operation queries and support in the region.
- Support booking meetings, conferences, and seminars on behalf of staff, including Board and international staff visiting the region, as well as maintain and build relationships with third-party suppliers.
- Deliver administrative Business Development support by crafting Member meeting agendas, documenting minutes, managing data entry within the CRM system, and completing customer onboarding forms.
- Handle diverse tasks requiring physical presence beyond office duties, while remaining flexible for in-office work as necessary.
- Oversee diary management and scheduling for the Head of MENA Region.
- Contribute to the development and strategy of the Global Admin Team, as well as assuming the role of a backup when needed.

## Events

- Provide support for project activities, including assistance in organizing and managing events, booking venues, sending invitations, and compiling and distributing materials.
- Assist with global marketing campaigns and online events, as well as facilitate and coordinate webinars, including the invitation of panelists.

## Finance and Travel

- Provide on the ground and general support to the Finance team in Melbourne, including payroll and related benefits, supplier payments, banking, compliance and liaise with designated financial institutions in the MEA as needed.
- Administer comprehensive travel support for MEA-based and visiting Institute staff, covering visas, preferred suppliers, invoice processing, cost monitoring, reconciliations, and compliance with travel approval processes, as needed.

## IT

- Act as the initial contact for general IT inquiries within the region, assessing and escalating issues when required.
- Coordinate and assist IT asset procurement, management (inventory), deployment (with IT guidance), training, and support issues (not covered by the service desk).
- Work with the IT team on IT-related projects, initiatives, and tasks in the region.

## People and Culture

- Contribute to the Institute's culture by embodying our Values and Behavioural Competencies.
- Coordinate and manage administration of relevant employee benefits including health insurance and other benefits as required.
- Maintain and coordinate office documentation to ensure compliance with local legislation.
- Assist with onboarding and offboarding of employees, including but not limited to laptop setup, asset coordination, and induction schedules.
- Research, follow up, and coordinate People and Culture matters as required.
- Other relevant duties as required.

# YOUR CAPABILITIES

## Qualifications

- Tertiary qualification in Administration, Business Management, related field, or equivalent experience

## Attributes

- Collaborative
- Humility
- Strategic thinker
- Client-centric
- Process and results-oriented
- Resourceful
- Adaptable
- Detail-oriented
- Growth mindset

## Skills

- Microsoft Office suite, especially proficiency in Excel , PPT, and Word
- Fundamental understanding of IT systems and general IT proficiency
- Proficiency in Accounting principles, finance management systems, ideally MYOB
- Fluent in English and Arabic

