

Job Vacancy

Position: Part-Time Executive Secretary

Sector: Jordanian Universities Network (JUNet)

Location: Amman, Jordan

Employment Type: Part-Time

The Jordanian Universities Network (JUNet) invites applications for the position of Part-Time Executive Secretary. JUNet is a non-profit company serving as the Research and Education Network for Jordanian Universities, connecting public universities and national stakeholders through a high-performance digital infrastructure. It provides advanced ICT services including high-speed internet, datacenter solutions, cybersecurity frameworks, and Microsoft cloud solutions.

The Executive Secretary will provide professional administrative and governance support to JUNet's Executive Director and Board of Directors, ensuring effective coordination, documentation, follow-up, and execution of administrative and organizational matters.

Responsibilities

1. Provide administrative and executive support to the Executive Director in the day-to-day coordination of JUNet's activities.
2. Coordinate the preparation, circulation, and follow-up of meetings of the Board of Directors, General Assembly, committees, and other governance bodies.
3. Prepare meeting agendas, minutes of meetings, correspondence, decisions, and related administrative documentation in coordination with the Executive Director.
4. Maintain an organized and up-to-date record of official correspondence, decisions, minutes, agreements, reports, and governance documents.
5. Follow up on decisions and action items issued by the Board of Directors, General Assembly, committees, and management, and provide status updates to the Executive Director.
6. Coordinate official correspondence between JUNet and its shareholders, universities, government entities, partners, service providers, and other stakeholders.
7. Support the Executive Director in preparing official letters, memoranda, reports, presentations, and administrative documents.
8. Coordinate meeting schedules, appointments, invitations, and logistics for executive and governance meetings.
9. Assist in coordinating administrative, contractual, and legal documentation with relevant internal and external parties, as directed by the Executive Director.
10. Maintain confidentiality and ensure appropriate handling of sensitive corporate, financial, legal, and administrative information.

11. Support the preparation and organization of documents required for audits, regulatory requirements, procurement activities, and corporate governance processes.
12. Assist in monitoring deadlines, renewals, submissions, and other administrative obligations to ensure timely completion.
13. Coordinate with JUNet's operational sections and task forces to facilitate the timely exchange of information and completion of assigned administrative actions.
14. Prepare periodic administrative status reports and follow-up summaries for the Executive Director.
15. Perform other administrative and executive support duties assigned by the Executive Director in accordance with JUNet's needs.

Candidate Profile

1. Strong administrative, organizational, and coordination skills.
2. Good written and verbal communication skills in English.
3. Demonstrated ability to prepare professional correspondence, minutes of meetings, reports, and official documents.
4. Strong attention to detail and ability to maintain accurate records and documentation.
5. Ability to coordinate effectively with senior management, board members, university representatives, government entities, and external stakeholders.
6. Strong interpersonal skills, professionalism, discretion, and ability to maintain confidentiality.
7. Ability to manage multiple tasks, priorities, and deadlines independently.
8. Good knowledge of Microsoft Office / Microsoft 365 applications, including Word, Excel, Outlook, Teams, and PowerPoint.

Minimum Qualifications

1. A bachelor's degree in Business Administration, Management, Public Administration, Law, Information Management, or a closely related field. **Rating: GOOD.**
2. At least **1 years of relevant professional experience** in executive administration, secretarial work, corporate administration, governance, or a related field.
3. Demonstrated experience in preparing official correspondence, meeting minutes, reports, and administrative documentation.
4. Jordanian citizen.
5. Experience working with senior management, executive committees, boards, or similar organizational bodies is preferred.

Application Process

Qualified candidates are invited to submit the following documents via email to: BUREAU@JUNET.EDU.JO

1. Detailed CV including names and contact details of three professional references.
2. Cover Letter outlining qualifications, relevant experience, and motivation for applying.

3. Academic Certificates (equivalency of foreign academic degrees attested by the Ministry of Higher Education and Scientific Research).
4. Copy of the civil status ID.

Application Deadline: October 10, 2026 at 23:59

Please include "**Part-Time Executive Secretary - JUNet**" in the subject line of your email.