

Project Assistant for UNHCR-funded Project

Location: [Europe & the Middle East] [Armenia]

Town/City: Yerevan

Category: Field Operations

Job Type: Fixed term, Full-time

Project Assistant for “Protection Assistance and Monitoring of Persons

of Concerns in Armenia” Project, funded by UNHCR

“World Vision International”, Armenian branch

LOCATION

Yerevan, Armenia

DURATION

5 months’ full-time position with possible extension

PURPOSE OF THE POSITION

Assistant is responsible for provision of administrative assistance to the project team. Assistant collaborates with internal units such as procurement, finance, people & culture, administration to ensure that the processes implemented in area programs are moving smoothly, with high quality and on time. Assistant is responsible for ongoing support to the Project Manager and Field Coordinator to ensure quality of financial, administration, procurement and people& culture

related processes in the field.

Project has the following outputs: 1. Community support strengthened; 2. Improved reception conditions of host communities; 3. Improved or maintained quality of registration or profiling; 4. Specific services for persons with specific needs are strengthened.

MAJOR RESPONSIBILITIES

- Support the project team with preparation of requisitions, budget spending,
- Track requisitions per month,
- Develop different types of contracts (donation, non-procurement, partnership, MOU, etc.) related to the project. Filing of all operations contracts, ensure the numbering, keeping and filing the copies etc.,
- Make sure that the asset monitoring is taking place regularly,
- Work closely with procurement unit to ensure smooth implementation of procurement of services and goods, prepare requisitions, support in procurement planning and follow-up with implementation,
- Organize local trips to marzes for operations team,
- Perform other relevant tasks assigned by the Project Manager.

REQUIRED QUALIFICATIONS

- University degree (technical background is an asset),
- At least 1 year of extensive experience in administrative and financial work in humanitarian agency,
- Ability and experience to develop budgets for projects,
- Good computer skills including: Microsoft Word, Excel, Power Point, Outlook,
- Ability to work with databases and documents,
- Ability to manage multiple tasks simultaneously and work under pressure,
- Good interpersonal skills and team building and team motivation skills,
- Analytical and critical thinking,
- Knowledge of Armenian and English languages,
- Willingness and ability to travel within country for 20% of work time.