

"Community Level Access to Social Services"

Project Officer

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

Town/City: Yerevan

Category: Project Management

Job Type: Fixed term, Full-time

LOCATION

Yerevan, Armenia

DURATION

Fixed-term, full-time

PURPOSE OF THE POSITION

The Project Officer will be responsible for organizational and administrative support as well as program related paperwork. He/ she will organize/ monitor the procurement processes and ensure smooth cooperation with WVA's other departments.

MAJOR RESPONSIBILITIES

- Acquire and maintain detailed knowledge of the company's policies, principles, and strategies, and keep up-to-date with relevant developments,
- Develop and implement a communication strategy that includes media outreach and

social media content creation,

- Build long-term relationships with influencers and key stakeholders,
- In cooperation with other project members, organize meetings, workshops, training courses and facilitate workshops, discussions and consultations with communities and stakeholders under the project,
- Take minutes of project meetings when required,
- Provide inputs to communications products, materials, and campaigns to ensure accurate information of the project when required,
- Make hotel reservations for project participants,
- Answer phone calls,
- Assist in the preparation of quarterly progress reports,
- Purchase goods or services that meet the quantity and quality expectations of the project,
- Track the inventory,
- Update the procurement database upon need,
- Seeing to the shipment, delivery, fulfilment, or otherwise execution of the agreement,
- Establish and maintain close partnership and contact with local stakeholders based on project needs,

- Liaise with WVA's other departments to ensure the information on the project is up to date,
- Support the development/ translation and publication of educational materials.

REQUIRED QUALIFICATIONS

- Bachelor's/ Master's degree in Business administration, economics, supply chain management or other related field,
- 3 years' experience of working in both international and local companies/ NGOs/ institutions (in each),
- 3 years' experience of working in a team,
- Knowledge of English and Armenian,
- Analytical skills,
- Organizational and coordination skills,
- Negotiating and contracting skills,
- Research skills,
- Ability and willingness to travel 5% of time.

