

"CLASS" Project Senior Executive 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

Senior Executive Officer will work closely with and report to the Chief of Party to provide technical oversight for the “Community Level Access to Social Services” (CLASS) Project Activity. The Senior Executive Officer will directly oversee all technical components of the Activity. The Senior Executive Officer will also lead the development of the Activity’s annual work plans, annual and quarterly reports, and other requests that may come from either USAID or World Vision US. The Senior Executive Officer is responsible for managing short- and long-term technical assistance, including the development of their scopes of work and ensuring the final reports are accurate, well-written, and meet expectations. The Senior Executive Officer, as requested by the Chief of Party, will also represent the Activity before a range of audiences and in a variety of platforms, at the national and state levels. He/ she will ensure all actions and interventions adhere to USAID and World Vision technical guidance and align with global best

practices, including the training of staff as required. Finally, the Senior Executive Officer will also keep the Chief of Party regularly informed on all Activity matters, and assist the Chief of Party in meeting various technical, governmental, company, and USAID deliverables as requested.

MAJOR RESPONSIBILITIES

- Support the Chief of Party to coordinate the work with WV partners to implement the project efficiently,
- Provide financial guidance and support to the Chief of Party and project staff,
- Monitor and review monthly reporting, budgeting and reforecast processes,
- Input the project information into online systems (Horizon, Grant Health Tracker, Sinai, etc.),
- Monitor the budget cash flow,
- Liaise with the Finance Manager,
- Ensure the financial documents are in line with the project budget and activities are charged correctly,
- Collect, interpret, and review financial information,
- Report to the Chief of Party, and provide advice on future business decisions,
- Oversee the successful completion of meetings/ events,

- Organize/ participate in meetings with local self-government bodies and project stakeholders,
- Assist the Chief of Party in meeting the set targets,
- Prepare the project reporting final document package (quarterly report, Indicator Tracking Table, etc.),
- Communicate with the donor providing necessary information upon necessity,
- Establish and maintain close partnership and contact with local stakeholders based on project needs,
- Liaise with WV Armenia's other departments to ensure the information on the project is up to date,
- Support in the development/ translation and publication of educational materials.

REQUIRED QUALIFICATIONS

- Bachelor's/Master's degree in Finance, 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,

- Business awareness,
- Analytical skills,
- Organizational and coordination skills,
- Negotiating skills,
- Management skills,
- Problem-solving skills,
- Ability and willingness to travel 20% of time.