

## Kapan Area Program Assistant

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

Town/City: Kapan

Category: Child Development

Job Type: Fixed term, Full-time

### **LOCATION**

Kapan marz, Armenia

### **DURATION**

Fixed-term contract, replacement

### **PURPOSE OF THE POSITION**

Area Program Assistant will maintain overall logistics of Area Program activities and events, including local level purchasing, administrative support, overall oversight to Area Program office and equipment maintenance and operations. He/ she will provide support related GIK (Gifts-in-Kind) recording, act as Contracting and People & Culture point person for Area Program staff.

### **MAJOR RESPONSIBILITIES**

#### **Coordination:**

- Area Program event organization, including approved request receiving, scheduling venues and hotel arrangement, catering, problem solving,
- Coordination of World Vision vehicle use and daily travel schedules of staff and car

maintenance.

**Purchasing:**

- Local level purchases for Area Program work scope.

**Administrative Support:**

- Coordination of transporting goods to programs (including related paperwork), transportation coordination of beneficiaries to events on time.

**Office Maintenance:**

- Overall coordination of maintenance of Area Program premises, minor repair of equipment and furniture.

**GIK and Support Functions:**

- GIK warehouse keeping and software management, logistics coordination,
- Prepare ToR (Terms of Reference) and contracts for local services, People & Culture paperwork for staff leaves and orders are prepared.

**REQUIRED QUALIFICATIONS**

- Higher education degree, technical background is preferred,
- At least 2 years' experience in administration/ logistics related work,

- Experience with national and international NGOs or similar organizations,
- Driver's licence and driving experience is an advantage,
- Ability to establish and maintain relationship with partners, vendors, strong communication and negotiation skills,
- Ability to work with documents and databases,
- Ability to manage multiple tasks and work under pressure,
- Ability to think critically and reflect,
- Commitment to continuous learning for self-development,
- Strong interpersonal skills and problem solving skills,
- Solid computer skills including: Microsoft Word, Excel, Power Point and email,
- High sense of responsibility,
- Politeness, honesty, transparency and accountability,
- Experience with international NGOs or other similar organizations,
- Willingness to be flexible with hours when necessary and ability to travel locally up to 70% of time.