



Job Description: Grants and Finance Officer, Global Initiative Vienna Office

Context

The Global Initiative Against Transnational Organized Crime is establishing a **Civil Society Resilience Fund Against Organized Crime** whose aim is to counter the impacts of organized crime worldwide by supporting civil society and non-state actors. The fund targets primarily grassroots community actors, who promote safety in communities affected by organized crime, raise awareness and change attitudes. Distinct 'funding tracks' are demarcated to adapt the grant requirements to suit different entities, from individual journalists, to activists, to established NGOs and INGOs. Different thresholds of grant proposals, monitoring, financial reporting, and duty of care responsibilities would be applied.

The Fund will be managed and implemented from the newly established Global Initiative office in Vienna. The position of Grants and Finance Officer will have responsibility and oversight of the grants issued under the Fund, as well as for other Global Initiative projects managed from the Vienna office. In executing these responsibilities, therefore, the Grants and Finance Officer will have dual reporting lines, to the Resilience Fund Manager, as well as to the broader leadership team of the Global Initiative.

Role of the Grants and Finance Officer

The Grants and Finance Officer will be accountable for administrative, financial and reporting requirements for all projects managed out of Vienna.

Under the supervision of the Fund Manager and Global Initiative leadership team, the Grants and Finance Officer will manage the financial, administrative and human resources management of the Vienna projects. S/he will ensure that projects are implemented efficiently and effectively, in line with the rules, procedures and systems of the Global Initiative and the relevant project donors.

Specific tasks and responsibilities for the Grants and Finance Officer include:

1. **Financial management:** Ensuring timely and accurate management of invoices, payments and disbursements to partners, suppliers, grant recipients and consultants. Advise to the Global Initiative Finance Director on the status of project budgets, the core budget for Vienna operations and cash flow management.
2. **Administration:** Preparation of appropriate contracts, terms of reference, MOUs and other related contractual requirements for the signature and disbursal of grants and projects within the Vienna office. Advice to Director of Administration on these issues.
3. **Reporting:** Coordinate and input to the financial and narrative reporting of projects to donors as required.
4. **Liaison:** With the project managers and fund regional coordinators as required, work in close cooperation with grant recipients and other implementing partners on the delivery of the activities in line with the appropriate rules and regulations.

In addition, as a core member of the Global Initiative team, the Grants and Finance Officer will endeavour to bring their experience, expertise and networks to bear in the best interests of the Global Initiative. They will actively engage in organisation wide initiatives, and work proactively to foster team work, collaboration, coordination and learning across the organisation. They will promote a positive image of the Global Initiative and its work in internal and external forums.



Requisite skills and experience

The successful candidate will be able to demonstrate the following experience and skills:

- 5 years' experience working in an international environment in relevant fields, e.g. international development, governance, human rights, humanitarian affairs, peacebuilding and conflict resolution, or criminal justice or security sector reform.
- 5 years' experience directly managing international projects or grants in the multilateral system and/or multiple locations, ideally at a grass roots level. Experience managing a grants facility a particular asset.
- Demonstrated capacity to directly manage budgets, accounting and procurement systems to a high degree of professionalism.
- Proficiency in drafting in English for administrative and professional purposes, including internal communication and reporting.
- Proven capacity to work independently and in teams, including with remote teams, to build strong working partnerships and relationships and to meet high standards of professional orientation.
- High degree of accuracy, detail orientation, and organization is essential.
- Creative and proactive approach to problem solving is appreciated.
- Fluency in written and spoken English essential. Professional fluency in a second language, ideally German, Spanish or French, an asset.

Terms of service

- The post is a full-time assignment for an initial duration of 24 months, with a three-month probation period, and a possibility of extension dependent on funding and performance.
- The post will be located in the Global Initiative office in Vienna, Austria.
- Limited professional travel is anticipated.
- Salary will be competitive, commensurate to the chosen candidate's experience.
- The Global Initiative operates a flexible working environment and encourages staff to achieve a suitable work life balance and supports professional development and learning.

Interested candidates should email their CV and a cover letter to jobs@globalinitiative.net, marking the job title in the subject of the email. Deadline for applications is **31 January 2019**. We intend to screen applications and interview in February, with appointments made from March onwards.