

TERMS OF REFERENCE

Project Assistant

BACKGROUND

The Global Initiative Against Transnational Organized Crime (GI-TOC) is an independent civil society organization, headquartered in Geneva, Switzerland, with offices in Austria, South Africa, Colombia and Malta, and a globally dispersed Secretariat working in around 40 countries. GI-TOC comprises a network of more than 500 independent global and regional experts working on human rights, democracy, governance, and development issues where organized crime has become increasingly pertinent. GI-TOC provides a platform to promote greater debate and innovative approaches as the building blocks to an inclusive global strategy against organized crime. GI-TOC commissions and shares research globally; curates a robust resource library of 2,000 reports and tools specific to organized crime; and uses its convening power to unite both the private and public sectors against organized crime.

JOB SUMMARY

The Global Initiative is looking for a project assistant to support the GI-TOC's East and Southern Africa Observatory who will be working from our Cape Town office. The Project Assistant will be working under the direct supervision of the East and Southern Africa Observatory Director.

The Observatory of Illicit Economies in East and Southern Africa is a network of civil society activists, researchers and journalists working across the region, coordinated by GI-TOC and with hubs in Nairobi and Cape Town. The Observatory was launched in 2019 and aims to map and analyse criminal trends and illicit flows in the region through regular reporting in our Risk Bulletin, through political economy analyses and surveys of illicit economies across the region.

Main responsibilities and specific tasks:

- Provide administrative support to the Director and the ESA Obs team including drafting correspondence, assistance with outreach and travel;
- Collection of invoices, review & support to revise invoices;
- Organization of meetings and webinars (online and in-person in the region);
- Requesting/reviewing/processing invoices and arranging payments to consultants in the field;
- Financial and budget management tasks;
- Supporting in ensuring the project processes are in line with donor and organisational financial requirements;
- Facilitation of contracting procedures (including managing signing and invoicing processes, managing contract templates etc.).

Requisite skills and experience:

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

- B.A. in business administration/project management preferred
- 2+ years of professional experience in administration or project management
- Fluent in English and any other language is a plus
- Knowledge of the latest Microsoft software especially MS Word and MS Excel
- Good communications skills and a team player
- Accuracy and attention to detail
- Strong organizational skills with a problem-solving attitude
- Proactive and ability to think ahead
- Motivated and enthusiastic to work in a fast-paced environment

GI-TOC operates a flexible working environment and encourages staff to achieve a suitable work life balance and supports professional development and learning.

Please send your cv together with a cover letter and contact information of three professional references to the following e-mail: jobs@globalinitiative.net by 3 October 2023. Please put "Project Assistant" in the subject line.

Starting date: As soon as possible.

Contract duration: One year with the possibility of extension depending on performance and funding.

Only short-listed candidates will be contacted.