

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 Latin America Observatory who will be working from the region. The project assistant will be in charge of administration within the Latin American team. To start, this will primarily consist of supporting one large project on environmental crime in Latin America (estimated 50% of time), as well as supporting with administrative duties for other projects within Latin America (estimated 50% of time). The Observatory of Illicit Economies in Latin America is a network of civil society activists, researchers and journalists working across the region, coordinated by GI-TOC and with hubs in Bogotá, Mexico City and Guatemala. The ideal candidate will be based in or near Bogotá.

Main responsibilities and specific tasks:

- Provide administrative support which includes drafting correspondence, assistance with outreach and travel;
- Collection of invoices, review & support to revise invoices;
- Organization of meetings, events 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.);
- Maintaining project documentation, including financial reports, project plans, and status reports for project focus countries;

- Maintain schedules and communication at the direction of project directors;
- Assist in maintaining and monitoring project budgets and expenditures.

Requisite skills and experience (R-required, D-desired):

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

- B.A. in business administration/project management preferred;
- 4+ years of professional experience in administration or project management;
- Fluent in English and Spanish, Portuguese is an advantage;
- 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 17 November 2023. Please put “Project Assistant: EC project Latin America” 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.