

TERMS OF REFERENCE

Project Assistant – Resilience Fund

BACKGROUND

The Global Initiative Against Transnational Organized Crime is an independent civil society organization, headquartered in Geneva, Switzerland, with offices in Austria, South Africa, and Malta, and a globally dispersed Secretariat. The GI-TOC comprises a network of 500 independent global and regional experts working on human rights, democracy, governance, and development issues where organized crime has become increasingly pertinent. The Global Initiative provides a platform to promote greater debate and innovative approaches as the building blocks to an inclusive global strategy against organized crime. The 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 tremendous convening power to unite both the private and public sectors against organized crime.

JOB SUMMARY

The Global Initiative is looking for a project assistant for the Resilience Fund. The candidate will ideally be based at our office in Vienna, Austria, but candidates working from other locations could be considered.

Main responsibilities and specific tasks

- Administrative and financial management of Resilience Fund grants, invoices and other documentation, in line with the respective rules of the donors, including procurement, financial and human resources rules;
- Liaison between Resilience Fund, project managers, Resilience Fund primary grant liaisons, and the Programme Management Team;
- Central focal point for francophone liaisons and grantees, including supporting grantees with their project implementation and reporting requirements;
- Coordination of and input to the financial and narrative reporting of projects to donors as required;
- Ensuring timely and accurate management of invoices, payments and disbursements to partners, suppliers, grant recipients and consultants;
- Preparation of appropriate contracts, terms of reference, MOUs and other related contractual requirements for the signature and disbursement of grants;
- Supporting the effective preparation of project expenditure verification;
- Event management for Resilience Fund events in Vienna, including engaging with the diplomatic community and working with the UN Team;
- Contributing to the goals of the GI-TOC, including undertaking wider tasks when required as part of the Resilience Fund team;
- Supporting the Programme Manager and Fund Manager as required.

Requisite skills and experience

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

- Fluent in French and English;
- 2 years relevant work experience, exposure to grant or project management a plus;
- Experience with donor reporting and/or stakeholder/relationship management;
- Experience in international development and/or organized crime/security policy and project management desirable;
- Proficient computer skills (especially Microsoft Excel);
- High degree of accuracy and detail orientation even in challenging situations;
- Proven ability to work independently and with competing workloads, whilst contributing to team objectives;
- Decision-making skills;
- Motivated and enthusiastic to work in a fast-paced environment;
- Good communications skills.

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, contact information of three professional references to the following e-mail: jobs@globalinitiative.net by 24 November 2023. Please put "Project Assistant - Resilience Fund" 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.