

RECRUITMENT NOTICE

PROJECT ASSISTANT

Transparência e Integridade, Associação Cívica

Lisbon

TIAC – Transparência e Integridade, Associação Cívica – is a Portuguese civic association based in Lisbon, member of Transparency International, a global anticorruption movement with chapters in over 100 countries and an International Secretariat (TI-S) based in Berlin.

Our mission is to fight corruption and promote good governance, justice, transparency and accountability in view of a fairer society and a better democracy. We strive for better access to information, and a strong, informed and participatory citizenship, which effectively regulates institutions and promotes a culture of public integrity and a real sense of social responsibility by all economic and political agents.

TIAC's activities have expanded to encompass projects in different risk sectors, and this demands a more proactive attitude in social advocacy towards lasting policy changes in fighting against corruption.

In response to this growing workload, we are seeking to recruit a bright and motivated Project Assistant (PA) to work as a member of TIAC's project management team on the delivery of projects and outreach and communications products and events.

S/he will work in a fast-paced and highly international environment with an opportunity to grow and gain experience in project management and learn about the overall daily life of a non-profit organization.

Deadline for applications: 8 September 2017, 17:00 (Lisbon time)

Starting date: September 2017

Duration: six-months duration with the possibility of renewal

Location: Lisbon, with availability to travel, as needed, for meetings with partners, donors and other relevant stakeholders.

Working languages: Portuguese (primarily) and English

Salary: commensurate with job requirements and experience

Selection: shortlisted candidates will be contacted for an interview and/or additional skills assessment

Brief Role Description

Under the guidance and direct supervision of the Project Manager, the Project Assistant supports the effective and efficient management of TIAC's ongoing projects through a range of actions contributing to the design, planning, management and monitoring of project activities.

S/he will be part of the Project Management Team and is expected to work with diligence and take full responsibility for a timely and quality product delivery.

Main Tasks and Key Responsibilities:

The Project Assistant will be responsible for the following tasks:

Administrative management:

- Provides support to Membership Management
- Provides research assistance as assigned, namely by collating and maintaining research information using the internet, databases and spreadsheets with regard to all areas of TIAC's work.
- Assists with meetings and events agenda development and scheduling;
- Assists with staffing requests and booking staff travel;
- Arranges for procurement of equipment, supplies and services;
- Assists with any administrative tasks including typing, scanning and photocopying, taking enquiries and requests and ensuring clear and full messages via phone, email or in person;
- Carry out any other duties as may be determined from time to time by the Executive Director and TIAC's Board of Directors which may be reasonably required and relevant to the main purpose of the post.
- Undertake other administrative tasks on an ad hoc basis.

Project management:

- Pro-actively contributes to day-to-day project implementation and ensures conformity to expected results and project work-plans;
- Assists the preparation of presentations and reports;
- Administers project tracking and reporting;
- Maintains project file structure and naming system;
- Assists with the development of project materials including event plans, design decks, project recaps, etc.;
- Orders project related materials as instructed;
- Assists in any additional tasks as assigned by the Project Manager;
- Assist in the recruitment, training and support of volunteers;
- Undertake other project management tasks on an ad hoc basis.

Financial management:

- Assists TIAC's financial management, namely by collating and maintaining financial information using the internal databases and spreadsheets;

- Assists the elaboration of expenses and payments reports
- Keeps track of membership fees and payments
- Undertake other financial tasks on an ad hoc basis.

Knowledge, Skills and Abilities:

1. Excellent spoken and written communication skills, as well proofreading abilities and absolute attention to detail;
2. Strong research, drafting and editing skills;
3. Excellent skills with Microsoft Office, including Word, Excel, PowerPoint, and Outlook is required
4. Ability to work independently as well as part of a team;
5. Ability to manage multiple tasks simultaneously, follow-up, and meet deadlines with shifting priorities;
6. Ability to remain calm in stressful and time-sensitive situations by maintaining flexibility as the environment, obstacles and expectations change;
7. Ability to produce consistent and accurate work in a prompt manner;
8. High level of intercultural competence, diplomacy and political sensitivity.

Education, Experience and Language Skills:

1. University degree in Management and Administration, Sociology, Political Science, International Studies, or other relevant fields;
2. 1-2 years of experience as Project Assistant and/or in administrative work, accounting/finance, or other substantive area is strongly preferred;
3. Previous experience in development assistance or related work for a NGO is a very strong advantage;
4. Excellent knowledge of written and spoken Portuguese and English is essential;
5. Relevant experience in policy or social change campaigns, preferably in transparency and integrity issues.

Application procedure:

Applicants should submit a CV (Europass format or similar) and a motivation letter in English by email to secretariado@transparencia.pt

by 17:00, 8 September 2017, with the subject line “*Project Assistant Recruitment, First Name, Last Name*”.

Only applicants shortlisted for interviews will be contacted.