

RECRUITMENT NOTICE

PROJECT ASSISTANT

Assistente de Projetos

Transparency International Portugal

Lisbon

Transparency International Portugal is an NGO 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 to promote good governance, justice, transparency and accountability at all levels of public life. 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.

TI Portugal activities have expanded to encompass projects in different areas, and this demands a more proactive attitude in social advocacy towards lasting policy changes in fighting against corruption.

In response to this exceptional growing workload, we are seeking to recruit a bright and motivated Project Assistant (PA) to work as a member of the Executive Team on the delivery of projects and outreach and communications products and events, such as the ones from Centro Transparente – Documentation and Information Center on Transparency, Good Governance and Democracy.

Deadline for applications: 27 November 2022, 17:00 (Lisbon time)

Starting date: no later than December 2022

Location: Based in Lisbon. Availability to travel (including abroad) for meetings with partners, donors and other relevant stakeholders is required.

Working languages: Portuguese (primarily) and English

Gross annual income: commensurate with job requirements and demonstrated experience for the position, starting at 16.800 EUR/ year. Other benefits may be included according to the Human Resources Compensation Plan in place.

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

Main Tasks and Key Responsibilities:

The Project Assistant will be part of the executive team and is expected to work with diligence and take full responsibility for a timely and quality product delivery.

Under the coordination of the Executive Director, S/he supports the effective and efficient management of TI Portugal's ongoing initiatives, through a range of actions contributing to the management of different organizational and project activities:

- Pro-actively contributes to day-to-day project implementation and ensures conformity to expected results and project workplans;
- Assists TI Portugal's financial management, namely by collecting and maintaining financial information using the internal systems in place;
- 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;
- 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 the preparation of presentations and reports;
- Provides support to Membership Management, namely by keeping track of membership fees and payments

Knowledge, Skills and Abilities:

- ✓ Previous experience as Project Assistant and/or in administrative work, accounting/finance, or other substantive area is strongly preferred;
- ✓ Excellent knowledge of written and spoken Portuguese and English is essential;
- ✓ Very good spoken and written communication skills, as well proofreading abilities and absolute attention to detail;
- ✓ Excellent skills with Microsoft Office, including Word, Excel, PowerPoint, and Outlook is required
- ✓ Ability to work independently as well as part of a team;
- ✓ Ability to manage multiple tasks simultaneously, follow-up, and meet deadlines with shifting priorities;
- ✓ Ability to remain calm in stressful and time-sensitive situations by maintaining flexibility as the environment, obstacles and expectations change;
- ✓ Ability to produce consistent and accurate work in a prompt manner;
- ✓ Good level of intercultural competence, diplomacy and political sensitivity.

Application procedure:

Applicants should submit a **CV** and a **motivation letter in English** by email to hello@transparencia.pt by 17:00, 27 November 2022, with the subject line "*Project Assistant, First Name, Last Name*".

Selection procedure:

- Phase 1 – CV & Motivation Letter
- Phase 2 – Interview

Applicants shortlisted will be contacted for the final interview.

Only applicants shortlisted for phase 2 will be contacted.