**Organisation:** Balkan Civil Society Development Network

**Headquarters:** 20ti Oktomvri No.1/2, 1000 Skopje, Macedonia

**Job Description:** *Project Assistant*

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| **Position:** | *Project Assistant* |
| **Responsible to:** | Executive Director/Grant Manager/ Financal Manager |
| **Responsible for:** | Project and administrative work |
| **Special Conditions:** | Overtime (after office hours and on weekends, based on agreement, travel at home and abroad) |
| **Employment timeframe:** | Annual contract |
| **Short description of work:** | Executes financial and administrative work of the Executive office including financial planning/reporting, accounting and administrative-documentation work |
| **A detailed job description:** | |
| **1) Strategic development of BCSDN**   * Participates in creation and implementation in BCSDN Mid-term strategy * Participates in the CS Development HUB Strategy | |
| **2) Human resource management**   * Responsible for liaising with subcontractors (e.g. grantees, partners), interns and volunteers | |
| **3) Administrative management**   * Support the contracting and the financing of grantees, partners, experts etc. * Organizes and executes documentation handling (Archive, Pisarnica, Delovodnik), * Organizes and executes office supplies, subcontractors (repairs etc.), | |
| **4) Project and financial management**   * Manages preparation of administration and documentation work of the Executive Office * Participates in preparation of project proposals * Handles stamps and cash reimbursement | |
| **5) Regular office obligations**  Perform other duties as required | |
| **Required qualifications:**   * B.A. degree in social sciences or economics, management or similar * Minimum 3 year of experience in project management and administrative work * Excellent communication skills and ability to communicate with people from different backgrounds * Excellent written communication skills * Excellent organizational skills * Ability to work in a team and individually * Excellent knowledge of English * Knowledge of local languages (Albanian, Serbian/Croatian etc. ) is an asset | |