**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
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| **2) Human resource management*** Responsible for liaising with subcontractors (e.g. grantees, partners), interns and volunteers
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| **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.),
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| **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
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| **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
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