

## EST EUROPE FOUNDATION

### Job description

30 December 2016

**Position:** Program Assistant

**Work program:** Full time, from 9AM to 6PM.

**Department:** Programs

**Supervisor:** Director of Programs

**Work location:** Chisinau, Republic of Moldova

### Position Summary

The Program Assistant works under the direct supervision of the East-Europe Foundation (EEF) Director of Programs to assist in implementing specific EEF operational projects.

*(According to the Occupation Nomenclature of the Republic of Moldova (CORM 006-14), code 334307 – Asistent Manager (cod 334307).*

### Principal Duties and Responsibilities

- Follow the EEF policies and procedures in assisting the implementation of EEF programs and projects.
- Keep the record of current projects and project proposals in the GMSME electronic data base that are processed by the staff of the Foundation and to update it weekly;
- Register the incoming grant requests and to determine the ones that don't fall under the Foundation's priorities;
- Take minutes of Advisory Board, Experts Panel, Program staff meetings;
- Help in running the correspondence with the grantees and other organizations;
- Make the monthly list of grants;
- In consultation with Program Officers participate in pre-ward and site-visits events and report to program officers on findings and conclusions, fill in the respective forms;
- Provide administrative and logistic support to the Project Officer;
- Provide logistical support for all project training courses, seminars, workshops and other EEF donors funded activities;
- In consultation with the program officers, develop drafts of terms of references and other procurements documents, including elaboration of lists with potential services and goods providers using web and other resources;
- Provide other administrative and logistic support to the program staff.

### Qualifications

**Education:** Bachelor degree in social, legal or other relevant sciences.

**Experience:** At least 1 year of relevant experience, or an equivalent combination of education and experience.

**Technical skills:** Very good writing skills and experience using databases to produce records and reports. Excellent interpersonal and presentation skills, ability to communicate effectively with others. A team player with the ability to work in a fast-paced environment. Ability to take initiative and handle a variety of activities concurrently. Innovative and open-minded approach to all aspects of work and ability to challenge manager and colleagues in a constructive manner.

**Languages:** Fluency in written and spoken Romanian, Russian and English.