

Intern

Vacancy notice ref.no 2023/01 (GEO)

Overall characteristics

Job title:

Intern

Functional grade:

Intern with a possibility of promotion to a Junior Specialist in 2 month-time period

Functional objectives:

- To support project coordinators in the logistical & administrative arrangements,
- To perform general administration tasks such as filing documents, printing and collecting signature(s), scanning financial documents, minor internal translations, verifying documents on formal basis as instructed.

Working hours:

- The regular working hours consist of 40 mandatory hours per week.
- 75% of the regular working hours is to be performed from Monday to Friday, from 11:00 to 17:00 physically at the office (30 hours in total).
- 25% of the regular working hours are to be performed at time, space, and form preferred by the Employee.

Employment conditions:

Volunteering contract for the period of 2 months (April-May 2023) with a prospect of a paid position (Junior Specialist) if performance is satisfactory

Employment location:

Solidarity Fund PL branch office in Georgia,
20, Chavchavadze Avenue (Vake district)

Job description:

This is an assistant position that requires the ability to work closely with the Solidarity Fund PL team and willingness to support senior colleagues in their administrative & logistical tasks.

Tasks and responsibilities:

In terms of support to the project coordinators

- Provide technical support to the Country Director in terms of uninterrupted communication in the Georgian language (i.e., making phone calls, translating/ drafting emails);
- Provide technical support to the Project Coordinators in terms of logistics & administration (i.e., booking training venues, scheduling meetings, organizing catering etc.);
- Keep track of the state of stock (Stationery, promo & training materials).

In terms of General Administration:

- Serves as a support to the Country Director and Administrative Officer to administer internal procedures, whereas is specifically responsible for:
 - Printing, signature collecting, scanning and filing internal documents as required;
 - Collecting and processing information from the Project Coordinators on ongoing events, business trips and others (as requested);
 - Drafting required internal documents, based on the information provided by Project Coordinators and Finance & Accounting team;
 - Manage Country Director calendar (if required).

- Serves as a support to the Finance & Accounting team to ensure financial documents are orderly organized and filed, whereas is specifically responsible for:
 - Scanning monthly settlements (financial documents) as instructed by the Financial Officer.

- Serves as a support to the Communication Officer & Administrative Officer to ensure office supply, whereas is specifically responsible for:
 - Collecting office supplies and hygienic items requests from the senior colleagues regularly;
 - Making sure the office is fully equipped with office supplies and hygienic items.

- Perform other tasks as required.

Minimum eligibility requirements:

- Higher education diploma or last year student
- Previous volunteer and/or admin experience
- Proficient knowledge, oral and written, of English and preferably Russian languages

Competencies:

- Eye-on-detail
- Dilligence & patience while doing paperwork
- Willingness to work for and grow within an international non-profit organization
- Respect towards others
- Ability to communicate effectively in the local context

What do we offer?

- ✓ Stable employment in a leading non-profit organization in Europe working towards development in the Eastern Partnership region;
- ✓ Career growth within the organization's structures;
- ✓ Ability to gain experience in the international settings;
- ✓ A motivated and supportive team of local and international colleagues driven to make a difference in Georgia;
- ✓ Comfortable working conditions and volunteering package (100USD per month) with a prospect of remuneration adequate to the qualifications following the internship period is over (if the performance is satisfactory).

Interested candidates are requested to send their CV (max. 2 A4 pages) and a brief (max. 1A4 page) cover letter no later than 17 March 2023 via e-mail to: georgiarep@solidarityfund.pl with reference number "Vacancy notice ref no. 2023/01 (GEO)". We reserve the right to complete the recruitment process earlier.

Interested? Send your CV and cover Letter by 17 March 2023 as instructed above.

Solidarity Fund PL will contact only short-listed candidates. Solidarity Fund PL do not return submitted documents.

Personal data protection in the recruitment process

We process your data for recruitment purposes only. Your application documents ought to include data required by labour law. Without sharing the abovementioned data, we will not be able to conduct the recruitment process and consider your application.

Sharing any additional data is voluntary and will be processed based on your consent, expressed directly by sending application documents to us.

We process your data provided in connection with the recruitment process:

- for the purposes of the recruitment process, to comply with legal obligations regarding employees recruitment process,
- based on your consent, if you voluntarily share additional data not required by any applicable law,
- if you grant your consent, for the purpose of using them in the future recruitment processes,
- to verify your qualifications and skills, which is our legitimate interest,
- to assert claims of defend against claims, which is our legitimate interest.

After submitting your application, your personal data will be processed for the period necessary to conduct the recruitment process, but in no event no longer than for the period of 12 months or until you revoke your consent. After an open role is filled to avoid any disagreement between you and us, we will store your data for the purpose of securing any claims until the limitation period expires.

If you submit your application to participate in the future recruitment processes, we will process your data until you revoke your consent, but no longer than for the period of 6 months.

As we are the branch of the Solidarity Fund PL with the headquarters in Poland, the data may be transferred to Poland (but only for the purposes of the recruitment process you are applying to).

The data may also be made available to our providers of external services e.g., IT services, legal and accounting services, companies that support us during the recruitment processes.

In any case we will ensure an adequate level of protection of personal data required by law.

You have the right to demand from us access to your data, rectification, deletion or limitation of processing, the right to object to the processing, the right to transfer data, as well as the right to

withdraw your consent at any time. Withdrawal of consent does not affect the legality of the processing, which was made based on your consent before its withdrawal.

You have the right to file a complaint to the relevant authority established by the law or to the relevant court – if you consider that the processing of your data violates the legal provisions.

We inform you that we will not take automated decisions for you at any point of the recruitment process, including decisions resulting from profiling.