

# Project Assistant

## Vacancy notice ref. no 2023/02 (ENG)

### General Information

"Chokhatauri municipality towards a sustainable energy future" is an EU funded project that SFPL in Georgia is implementing with Chokhatauri LSG and a local partner.

The project is based on two priorities identified among local stakeholders: (1) improvement of the local infrastructure and services of the LSG in order to enhance the residential comfort level and investment attractiveness of Chokhatauri; (2) promotion of the public participation, inclusive decision-making and consultative processes to achieve higher quality and accountability of the municipal services. Local infrastructure in Chokhatauri, one of the lowest income's LSG in Georgia, is poor. Energy audits in both 2021 and 2022 have shown that poor technical condition concerns public administration buildings and critical infrastructure (such as ambulatories and kindergartens) similarly. Kindergartens are vital since they are where future generations are raised. Decent infrastructure, heated and not cold, learning premises are pre-condition for a healthy and prosperous future of Chokhatauri. On the one hand, 2021 kindergarten energy audits have shown that some kindergarten premises must have been excluded from the energy efficiency piloting due to dramatic technical conditions. On the other hand, the buildings in a bearable technical condition selected for piloting showed that EE could contribute to the increased comfort level of the kids - which is considered one of the top priorities of both the local authorities and the communities. It is expected that the project results will have a positive, long-term impact on the Chokhatauri LSG by improving the quality of services provided for residents and thus reflected in increased accountability of the LSG.

### Overall characteristics

Job title:

Project Assistant

Functional grade:

Junior Specialist

Functional objectives:

To support a project coordinator in the logistical & administrative arrangements, perform general administration tasks such as, filing documents, printing and collecting signature(s), coordinating with partners, minor internal translations.

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:

Employment contract for the probation period (6 months) with a prospect of a long-term contract if performance is satisfactory.

Employment location:

Solidarity Fund PL branch office in Georgia,  
20, Chavchavadze Avenue (Vake district)  
0177, Tbilisi, Georgia

**Job description:**

This is an assistant position that requires the person to be the main contact person for partners in the field, supporting and coordinating field activities, local stakeholders and assisting experts in the field during the project lifecycle. At the same time, the incumbent will be supporting Project Coordinator in public communication, and administration of the project, and any other tasks assigned.

Tasks and responsibilities:

- In the field of Project Administration and Project Management support:
  - Ensures the project-related documents are drafted and/or collected as requested by the Project Coordinator.
  - Ensures that spendings and expenses are supported with financial documents (invoices, facturas Delivery-Acceptance Acts, etc.) and made available to the Project Coordinator for the purpose of budget monitoring.
  - Maintains regular contacts with the project stakeholders on the request of the Project Coordinator to plan and organize field visits and activities.
  - Supports all logistical and organization arrangements, following instructions from the Project Coordinator, including arrangements for the international and/or local experts.
  - Supports Project Coordinator in Market Research (when relevant) and Call for Quotes to ensure the goods, services and construction works are purchased in line with Solidarity Fund PL in Georgia Procurement Policy and EU regulations.
  - Provides technical support to the Project Coordinator in terms of logistics & administration (i.e., booking training venues, scheduling meetings, organizing catering etc.).
- In the field of PR & Communication
  - Drafts and/or proofreads, on a direct request of a Project Coordinator, press releases and FB posts.
  - Performs social and online media monitoring to verify that the branding of the project is followed by all implementing partners.
- Perform other tasks as required.

**Minimum eligibility requirements:**

- Higher education diploma or last year student

- Previous volunteer/intern and/or project assistant experience
- Proficient knowledge, oral and written, of English and preferably Russian languages

#### **Competencies:**

- Well-organized & structured
- Supportive and empathetic, ready to assist a wide range of partners coming from different backgrounds
- Diligence & patience while administering projects according to internal procedures
- Team player, who enjoys sharing and collaborating within and beyond the organization with partners of different backgrounds and capacities
- 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 sustainable development in the Eastern Partnership region.
- ✓ Career growth within the organization's structures.
- ✓ Ability to gain experience in international settings.
- ✓ A motivated and supportive team of local and international colleagues driven to make a difference in Georgia.
- ✓ Comfortable working conditions and monthly paycheck of 1500 GEL per month net with a prospect of remuneration growth (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 24 March 2023 via e-mail to: [georgiarep@solidarityfund.pl](mailto:georgiarep@solidarityfund.pl) with reference number "Vacancy notice ref no. 2023/02 (GEO)". We reserve the right to complete the recruitment process earlier.

**Interested? Send your CV and cover Letter no later than 24 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.