

Grant Administrator

Vacancy notice ref. no 2023/04 (ENG)

General Information

INTERNET ACCESS FLAGSHIP: Rural Empowerment through Digital Inclusion (REDI) is an EU funded project that Solidarity Fund PL in Georgia (SFPL in GEO) will begin implementing on December 1st, 2023, together with our partner - the e-Governance Academy from Estonia (eGA).

By virtue of its innovative approach, this action will reduce the existing digital division and include those traditionally left behind by improving access to affordable digital infrastructure and developing digital literacy skills in rural areas of the target regions of Imereti, Guria, Racha-Lechkhumi and Kvemo Svaneti and possibly Kakheti.

When it comes to the development of the connectivity infrastructure, **first of the two main directions of the project**, it will be implemented as a follow-up of the Open-Net Programme's project "Log-in Georgia" and will focus on providing access to the Internet and technology to inhabitants of rural areas from ≈200 selected villages from target regions with a minimum effort required (via public spaces of the greatest social impact (i.e., schools, kindergartens, ambulatories, libraries, village administration, outdoor pavilions - *panchaturi*, local shops, etc.)) and at the minimum cost, so that it is affordable and at the villagers' fingertips.

The second direction of the action centres around promoting digital literacy in the inhabitants of the rural areas of the selected target regions. This will be done in coordination with and by increasing the impact of the already existing educational programmes implemented by the "Log-in Georgia" project and the Communications Commission (ComCom). Approx. 25 Digital Rural Hubs (DRH) will be created to be used for the purpose of enhancing digital skills of the rural population. Some of them will be set up by expanding the existing ones, while others will be in completely new locations, closer to the villagers, which will make them more accessible. Furthermore, mobile training buses with IT trainers, equipped with laptops and with Internet, will be visiting the areas with no IT-equipped training classes.

Overall characteristics

Job title:

Grant Administrator for the project REDI: Rural Empowerment through Digital Inclusion (REDI)

Functional grade:

Senior Specialist

Functional objective:

Grant Administrator administers the EU grant - REDI: Rural Empowerment through Digital Inclusion (REDI) by ensuring donor requirements are met and SFPL procedures followed.

Working hours:

- The regular working hours consist of 20 mandatory hours per week.

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:

Grant Administrator ensures the consistency of the activities carried out with the obligations towards the donor(s) expressed in the grant agreement and the correct implementation of processes related to obtaining, spending and settling the grant given SFPL internal processes.

Tasks and responsibilities:

- Ensures implementation of the project cycle management (PCM) for the project REDI: Rural Empowerment through Digital Inclusion (REDI) meets the internal PCM standards, and organizational supervision over the PCM by:
 - o Preparing annual Project Cycle Management (PCM) documents, including Project Proposals, Action Plans (Schedule), Budget and Annual Report for a specific year based on the grant agreement.
 - o Ensuring that the progress of each phase and description of all activities are recorded and signal the necessity of revision to the Project Manager.
 - o Ensuring that all logistical, organizational, and administrative arrangements follow the EU General Guidelines Special Conditions as well as respective SFPL policies, among others, Procurement Policy, Award Policy, Remuneration Policy, Staff Development Policy, and others if relevant.
 - o Ensuring the goods, services, and construction works over 10k GEL are purchased in line with Solidarity Fund PL Procurement Policy and contracting rules imposed by a donor (the EU).
 - o Collecting information required to revise the Action Plan (Schedule) and preparing the Annual Report.
 - o Raising any change against the Project Proposal, Action Plan (Schedule), and Budget immediately after detection.
 - o On a direct request of a Project Manager, suggesting mitigation and retaliatory measures to be undertaken in relation to any variances against Action Plan (Schedule) and Budget.
- Supervises the administrative processes, and in particular:
 - o Consults the project team on any administrative proceedings (e.g., purchases, events, participation lists, fuel reimbursement, per diem, data protection, contracting, etc.) to ensure the work is completed according to SFPL internal processes to a high standard.

- Works closely with the Finance & Administration (F&A) team to ensure purchases concerning Solidarity Fund PL procurement policy and donor rules are made.
 - Obtains regular information on the state of spending from the Finance & Administration (F&A) team.
 - Performs regular monitoring of internal processes.
 - Informs the Project Manager on a monthly basis about the project's progress and any detected and reported by project staff potential risk(s) against the Schedule (Action Plan) and Budget.
 - Creates reporting templates (other than the annual PCM report) that project staff fills out monthly to ensure proper implementation monitoring, both on-merit and financially.
- Collects information enabling risk management and internal M&E, in particular:
 - Makes sure the staff fills out risk(s) log regularly, minimum on a monthly basis.
 - Creates reporting templates enabling implementation progress tracking of the REDI project, with a particular focus on meeting indicators, outputs, and outcomes on time and within the Budget.
 - Fills out required data on indicators, outputs, and outcomes in the OPSYS system.
 - Makes sure the staff provides regular input for budget monitoring and financial prognosis in a dedicated file.
 - Performs other tasks as required.

Minimum eligibility requirements:

- Higher education diploma in Business Administration or other relevant field;
- Previous experience in administering multi-million projects (min. 4 years);
- Proficient knowledge, oral and written, of the English and Georgian languages;
- Very good knowledge of the MS Office 365 and Google environment;
- A good understanding of the local context.

Competencies:

- Eye-on-detail;
- Accuracy and timeliness;
- Ability to think logically and strategically;
- Very good work organization;
- Diligence & patience while administering projects according to internal procedures;
- Teamplayer, 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 1829 GEL per month net during the probation period for part-time (50%) job 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 12th of November 2023 via e-mail to: georgiarep@solidarityfund.pl with reference number "Vacancy notice ref no. 2023/04 (GEO)". We reserve the right to complete the recruitment process earlier.

**Keep in mind that the selected candidate is expected to begin work with the start of the project on December 1st, 2023.*

Interested? Send your CV and cover Letter no later than 12th of November 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.