

Project Assistant

Vacancy notice ref. no 2023/05 (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) began 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:

Project Assistant for the project REDI: Rural Empowerment through Digital Inclusion (REDI)

Functional grade:

Junior Specialist

Functional objectives:

To be the main contact person of the project who will coordinate communication with local self-government bodies of target municipalities (Imereti, Guria, Racha-Lechkhumi and Kvemo Svaneti and Kakheti (tbc)) at the local level and support Project Manager and the team in all aspects of the project implementation.

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 (i) experts in the field during the project lifecycle and (ii) team in project activities implementation.

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 Manager.
 - Ensures that spendings and expenses are supported with financial documents (invoices, faqturas, Delivery-Acceptance Acts, etc.) and made available to the Project Manager and authorized team members for the purpose of budget monitoring.
 - Maintains regular contacts with the local stakeholders on the request of the Project Manager to plan and organize field visits and activities.
 - Supports all logistical and organizational arrangements, following instructions from the Project Manager, including arrangements for the international and/or local experts.
 - Supports Project Manager and Procurement Officer 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 Manager and team in terms of logistics & administration (i.e., booking training venues, scheduling meetings, organizing catering etc.).
- Performs other tasks as required.

Minimum eligibility qualifications:

- Higher education diploma;
- Previous project assistant experience is an asset;
- Proficient knowledge, oral and written, of the English and Georgian languages;
- A good understanding of the digital divide issue and the local context in target regions (Imereti, Guria, Racha-Lechkhumi and Kvemo Svaneti and Kakheti (tbc)).

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 1830 gel 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. 1 A4 page) cover letter no later than 12 December 2023 via e-mail to: georgiarep@solidarityfund.pl with reference number "Vacancy notice ref no. 2023/05 (GEO)". We reserve the right to complete the recruitment process earlier.

Interested? Send your CV and cover Letter no later than 12 December 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.