

Administrative Officer

Vacancy notice ref. no 2023/06 (GEO)

Overall characteristics

Job title:

Administrative Officer

Functional grade:

Specialist

Functional objectives:

- To support project coordinators in administering the logistical & administrative arrangements.
- To perform general administration tasks such as filing documents, printing and collecting signature(s), scanning financial documents, minor internal translations, and verifying documents formally as instructed.
- Is responsible for the planning and implementation of procurements.

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 the 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 a mid-level position that requires the ability to work closely with multiple project coordinators under different grant schemes and a deep understanding of the existing administrative procedures to guide. The functional objective is to ensure the contractual & administrative arrangements, including general administration (filing system), compliance with international donor requirements, and SFPL internal policies and procedures, are in place.

Tasks and responsibilities:

- *In terms of General Administration:*
 - Makes sure all types of internal and external documents are signed and filed electronically and in a hard copy, including employment contracts, service contracts,

decisions, legal documents, employment certificates, corporate insurance agreements, and others).

- Reviews annually and optimizes existing administrative policies, e.g., HR, remuneration, procedures.
 - Develops and drafts easy-to-follow flow charts to policies and mechanisms (procedures) to execute policies in close cooperation with the Country Director and head office (HQ) in Warsaw (i.e., Recruitment Policy, Remuneration Policy, Conflict of interest), whereas specifically:
 - keeping track of employees' files (complete and archived);
 - keeping a record of the employees' timesheets by filing approved Leave Requests (LR) that are up-to-date in the organization calendar and tracked in the electronic and traditional format on a monthly basis;
 - ensuring each contractor report on the number of hours spent on the execution of the subject matter, which is clearly stated in the respective DAA and tracked in a dedicated spreadsheet.
 - Supports Country Director in further development, implementation, execution and/or amendment of the Employee Handbook and internal regulations.
 - Serves as a point of support to the Country Director to draft relevant decisions, whereas is specifically responsible for:
 - developing electronic document flow for decisions & orders (with support of Warsaw-based ICT team);
 - validating information provided by Project Coordinators on the subject matter of the decision or a business trip;
 - drafting decisions for the Country Director's signature on ongoing activities, business trips, and others (as requested by the Country Director).
 - Serves as a focal point and 1st level authorization for Project Coordinators and SFPL staff members to conclude Service Contract (SC), whereas is specifically responsible for:
 - revising regularly and amending existing contracting procedures for both service contracts, delivery acceptance acts, and other types of documents (i.e., Partnership Agreements)
 - developing electronic document flow for Service Contracts (SCs) (with support of Warsaw-based ICT team);
 - executing that Project Coordinators follow the contracting procedure.
 - Initiates changes aimed at internal processes optimization.
- *In the field of Compliance/ Quality Control:*
- Serves as the 1st level authorization in all procurement processes and advises applicants on the mode and documentation required;
 - Analyses procurement data, prepares specifications for inventory and materials that should be purchased, conducts tenders, monitors costs;
 - Serves as the 1st level authorization in all AML processes and advises respective applicants on the actions to be undertaken;
 - Checks compliance of the ongoing projects with the SFPL-developed PCM model;
- *Performs other assigned duties.*

Minimum eligibility qualifications:

- Higher education diploma preferably in business administration or project management.

- Hands-on experience in administration.
- Proficient knowledge, oral and written, of English and preferably Russian languages

Competencies:

- Team player willing to make administrative procedures easy to follow
- Eye-on-detail and meticulousness
- Ability to structure and optimize processes

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 the 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 per month net with a prospect of remuneration growth following the probation period (if the performance is satisfactory).

Interested candidates are requested to send CV (max. 2 A4 pages) and a brief (max. 1A4 page) cover letter in English no later than 27 December 2023 via e-mail to: georgiarep@solidarityfund.pl with reference number "Vacancy notice ref no. 2023/06 (GEO)". We reserve the right to complete the recruitment process earlier.

Interested? Send your CV and cover Letter by 27 December 2023 as instructed above.

Solidarity Fund PL will contact only short-listed candidates. Solidarity Fund PL does 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.