

Liaison Officer

Vacancy notice ref. no 2024/03 (GEO)

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.

Overall characteristics

Job title:

Liaison Officer for the project REDI: Rural Empowerment through Digital Inclusion (REDI)

Functional grade:

Senior Specialist

Job description:

The Liaison Officer is the primary contact person for the project for central government and local self-government bodies (of target municipalities). The Liaison Officer coordinates and communicates with relevant stakeholders in the digitalization/ reducing the digital gap field to ensure the Steering Committee (SC, to be also referred to as a multilateral cross-sector implementation team composed of all-level stakeholders, e.g., MESCS, MoESD, GITA, MRDI, MoJ, GITA, LSGs, and local branches of sectoral and business associations) achieves its goals. Among others, (i) milestones of reducing the digital divide are set up; (ii) responsibilities among the Steering Committee are distributed; (iii) an agreement among multilateral cross-sector implementation team on where affordable or free-of-charge Internet access points should be established.

The Liaison Officer leads the work of the Steering Committee in a structured and objective manner to enable parties to express their standpoints and find a constructive platform for consolidating expectations towards the (i) regular operations of affordable or free-of-charge Internet access points in villages, (ii) digital rural hubs, and (iii) a network of pay boxes in villages are consolidated within the limited budget of REDI project and with regard to further multiplication of the optimal solutions beyond the project's scope.

Working hours :

- The regular working hours consist of 30 mandatory hours per week.

- 18 of the regular working hours is to be performed 3 days from 11:00 to 17:00 physically at the office. Working days to be agreed with the employer.
- 12 of the regular working hours (from 11:00 to 17:00) is to be performed at time, space, and form preferred by the Employee.
- The changes may apply upon prior notification and agreement.

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

Tasks and responsibilities:

In the field of project implementation

- Coordinates communication with the decision-makers in the central government and local self-government bodies (of target municipalities), and in particular:
 - Map key stakeholders in the field of digitalization/ reducing the digital divide at both central and local levels, including donor organizations.
 - Establishes and maintains working relationships with active stakeholders in the field of digitalization/ reducing the digital divide, both local and international.
 - Coordinates, with an agreement with the Project Manager, communication with another EU-funded project under the digitalization portfolio.
 - Identifies the needs and expectations of the stakeholders towards the REDI project.
 - Manages expectations of the key stakeholders, primarily members of the Steering Committee, towards the REDI project.
- Ensures smooth functioning of the Steering Committee (a multistakeholder cross-sector implementation team):
 - Initiates establishment of a Steering Committee (to be also referred to as a multilateral cross-sector implementation team composed of all-level stakeholders, e.g., MESCS, MoESD, GITA, MRDI, MoJ, GITA, LSGs, and local branches of sectoral and business associations).
 - Ensures the milestones set up by the Steering Committee for reducing the digital divide within the action and ensures the responsibilities among the implementation team are distributed.
 - Facilitates reaching an agreement among multilateral cross-sector implementation teams on where affordable or free-of-charge Internet access points should be established.
 - Navigates defining expectations of all-level stakeholders regarding (i) regular operations of affordable or free-of-charge Internet access points in villages, (ii) digital rural hubs, and (iii) a network of pay boxes in villages. Plans and coordinates the regular work of the Steering Committee.

- Collects and consolidates feedback on DIGITAL village evaluation methodology, impact assessment, connectivity & digital toolbox, and among Steering Committee members.
- Stimulates the development of a coordinated Multiplication Roadmap among all-level stakeholders with the identified source of financing for scaling up connectivity infrastructure in a minimum of 3 regions not covered by this action.
- Represents interests of the REDI project as well as the interests of SFPL in Georgia on the Steering Committee.
- Facilitates the work and constructive exchange of views between all-level stakeholders of the Steering Committee.
- Mobilizes the Steering Committee to make decisions promptly, as per the REDI schedule.

Minimum eligibility qualifications:

- Higher education diploma in law, international relations, public administration, public policy, political studies or relevant fields.
- Previous experience in working with central and local authorities (preferably within a digitalization/ reducing digital divide field) and Internet Service Operators (considered to be an asset) (min. 3 years);
- Proficient knowledge, oral and written of the English language;
- A good understanding of the local context.

Competencies:

- Eye-on-detail;
- Ability to think logically and strategically;
- Teamplayer, who enjoys sharing and collaborating within and beyond the organization with partners of different backgrounds and capacities;
- Ability to communicate effectively in the local context.

What do we offer?

- ✓ Stable employment.
- ✓ 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 3330 GEL GROSS with a 75% workload.

Interested candidates are requested to send CV (max. 2 A4 pages) and a brief (no more than 1000 words) cover letter in English no later than 17 March 2024 via e-mail to: georgiarep@solidarityfund.pl with reference number "Vacancy notice ref no. 2024/03 (GEO)". We reserve the right to complete the recruitment process earlier.

Interested? Send your CV and cover Letter no later than 17 March 2024 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.