Position Description - Project Assistant

Overview: The position support a small team dedicated to provided policy dialogue and public diplomacy project, based in Canberra with national reach.

**Job ad:**

This is a part-time freelance role and suits someone looking for mostly WFH (located in Canberra) with flexibility to negotiate working days/hours. It requires occasional out-of-hours work and attendance at events in Canberra.

You will be required to

* support a small team dedicated to dialogue, stakeholder engagement and public diplomacy, based in Canberra with national reach.
* support the efficient and effective functioning of the project, through the provision of high-quality administrative. logistic and financial compliance.
* support handling various kinds of requests, and performing a variety of administrative duties including but not limited to:
  + being a point of contact for the project
  + financial coordination and documentation
  + administrative support to Project Manager
  + support for the implementation of event, workshops and meetings

**Duties**

1. **Point of contact responsibilities**
   1. Receive and respond to phone calls and emails, where required and maintain detailed and accurate records.
   2. Reply to general information requests with accurate information
   3. Undertaking other tasks as reasonably assigned by the Project Team Leader and Project Director

**2. Project Financial Coordination**

* 1. Preparation of Requests for Funding for the project from the GDSI HQ
  2. Preparation of budgets for events to be financed by the incidentals budget
  3. Preparation of requests for all approval of incidental expenditure for project events
  4. Follow up and checkup of all invoices collected and their processing into the worksheets according to the budget classifications
  5. Produce spreadsheets (including data from all timesheets) and reports showing analysis of various costs and information as required.
  6. Prepare the monthly financial reports for the Project Team Leader and Project Director (on man/days, incidental and overhead expenditure).
  7. Compiling in a timely manner 6-monthly financial reports in the EU template (on man/days, incidental and overhead expenditure).
  8. Timely preparation of documents necessary for payment to third parties
  9. Undertaking other tasks as reasonably assigned by the Project Team Leader and Project Director

**3. Project Implementation & Administration responsibilities**

* 1. Timely collection of the Timesheets from experts on the last day of each month and checking them against project plans
  2. Preparation of all requests for approval of non-key experts
  3. Preparation of draft contracts (based on templates) for experts
  4. Keeping up to date the list and the log file of all approvals received from EU
  5. Documentation filing, archiving, maintenance, preparation and distribution
  6. Timely planning of events with Team leader and Key experts
  7. Make sure that the experts prepare the individual field trip reports, as proof of their activities outside of the main office
  8. Managing the project’s CRM/list of contacts
  9. Edit/ format documents and write correspondence
  10. Maintenance and distribution of the calendar of events
  11. Take minutes at meetings if required
  12. Accompany the Team Leader and occasionally KEs at meetings if needed
  13. Respond to staff requests for administrative support as needed
  14. Undertaking other tasks as reasonably assigned by the Project Team Leader and Project Director

**4. Project Logistic Assistance**

4.1 Organization and follow-up of smooth execution of workshops/seminars/events

* + 1. ensure all invitations are prepared and sent and contact details registered in central database
    2. follow-up/ensure all confirmation letters are received and filed
    3. events arrangements including travel of participants and project team, setting up of working premises as well as taking care of breaks and meals in compliance with approved /available budget;
    4. prepare workshop/seminar/events materials as requested by the project team members as well as all necessary materials/stationary/equipment in compliance with approved /available budget
    5. ensuring all workshops/seminars/events material in a way to meet the relevant project policies
    6. documentation of events including minutes, photographs as required by Project Team Leader

4.2 Arranging meetings with necessary logistic support

4.3 Attend Canberra-based workshops/seminars/trainings with potential travel to other locations to provide administrative and logistical support

4.3 Undertaking other tasks as reasonably assigned by the Project Team Leader which support project objectives and requirements.

**Candidate requirements**

* Minimum Bachelor’s Degree or equivalent diploma
* Fluency in English. Working knowledge of French will be an advantage.
* At least 5 years of relevant experience professional experience working in similar position in Australia.
* Based in Canberra and willingness to travel/attend in-person meetings and events.
* Experience with international organizations be considered an asset.