

## Position Description

<b>Organisation:</b>	Regional Environmental Center for Central and Eastern Europe (REC), Country Office Macedonia
<b>Position:</b>	<b>Project Assistant</b>
<b>Location:</b>	Skopje and Dojran
<b>Area of expertise:</b>	Administration/Finance
<b>Immediate supervisor:</b>	Project manager
<b>Period:</b>	April-September 2018

### Requirements

#### Education

- Higher degree with specialization, or college / university degree

#### Work experience

- 0-3 years in administration/finance

#### Supervising experience

- Not required

#### Functional knowledge, skills and abilities

- Required area of expertise
- Project management
- English
- Computer literacy

#### Competencies

- Providing support: Supporting others by accepting a formal role as mentor, by acting as an example and by helping others with their activities.
- Structuring work: Adding structure to a multitude of different tasks by making a priority list and completing this list efficiently within the given time-frame.
- Problem solving: Responding to and controlling unexpected situations by evaluating possible solutions based on experience and knowledge and by taking the initiative to implement the best solution.
- Analysing: Gaining insight into cause and effect relations by assessing the available information in a critical and rational manner and by differentiating the essential from the incidental.
- Processing information: Gathering, decoding and processing information efficiently within the given time frame. Collecting information in a structured manner and interpreting and presenting it in a personal way. Recognising possible gaps in the information.

#### Responsibilities

- Providing administrative and technical support to the implementation of the project
- Handling correspondence, filing, photocopying, keeping financial records, scheduling and organizing meetings and workshops in content related areas.
- Assisting in the preparation of project reports to clients and donors

- Assisting the experts in developing analytical project reports, studies and publications.
- Undertaking other project-related tasks such as research, analysis, project evaluation and project report preparation.
- Carrying out project administration tasks in accordance with the provisions of contracts, under the guidance of the project leader.
- Creating a project database and filing the project documentation.
- Carrying out office management tasks
- Developing skills in area of expertise
- Take care of accuracy of designated financial and administrative activities
- Prepare the financial part of the reports prescribed by the donors in line with the deadline
- Preparing financial reports and handling financial and administrative issues
- Supporting project accounting;
- Preparation of documents for project accounting;
- Support the implementation of project activities;
- Contributing to other initiatives and projects.