

Global Water Partnership Central and Eastern Europe

Terms of Reference

Administrative Support Officer

BACKGROUND

The Global Water Partnership (GWP) is a global action network of partners supporting countries and regions in the sustainable development and management of water and related resources worldwide. The GWP network is supported by a global secretariat (Global Water Partnership Organisation (GWPO), which is an intergovernmental organization based in Sweden), 13 Regional Water Partnerships, and 76 Country Water Partnerships.

GWP Central and Eastern Europe (GWP CEE) is a Regional Water Partnership, bringing together GWP network partners in the Region. GWP CEE operates as a civic association registered in Slovakia and its Regional Secretariat is managed by a Regional Coordinator. It currently has 7 staff.

GWP CEE implements core activities supported by GWPO as well as projects (e.g. Horizon, Interreg programme). GWP CEE further supports the Country Water Partnerships established in 11 countries of the region (Bulgaria, Estonia, Hungary, Latvia, Lithuania, Moldova, Poland, Romania, Slovakia, Slovenia and Ukraine), and more broadly supports all countries and partners in the region in the sustainable development and management of their water resources. For more information, visit www.gwpcee.org

REPORTS TO: Coordination and Administrative Officer

LOCATION: Bratislava, Slovakia (hybrid work possible; 3 office days required)

START DATE AND DURATION: Position to be filled as soon as possible, with applications reviewed on a rolling basis. Contract duration initially of 6 months, with possibility for extension

SCOPE OF THE POSITION

The Administrative Support Officer is a staff member of the GWP CEE Regional Secretariat. The role of the Officer is to provide administrative support to core and project activities as well as support to execution of financial management duties. The Officer reports to the Coordination and Administrative Officer.

The position is based in the office of the Regional Secretariat, which is located at the Slovak Hydrometeorological Institute in Bratislava, Slovakia. The position entails occasional travel.

SPECIFIC DUTIES

1. Contribution to Project Coordination and Administration

- Support agreements preparations, keep register of them and archive them.
- Informs relevant staff members about status and life cycle of agreements, contracts and invoices including programmes and projects.
- Organizes events from administration point of view – list of participants, invitations and registration forms, entry into meeting premises, refreshment, plane ticketing, transport, booking of accommodation and meeting rooms, meals, social events and others as requested by the Regional secretariat staff
- Coordinates logistics on the spot with hotels, restaurants, transport companies and other local providers.
- Keep track of travel, sick leave, compensation days and vacation days of the staff.
- Archive documents as required by national legislation and GWPO.
- Register incoming and outgoing post and sends post mail.
- Coordinate and purchase office supply.

2. Support to Financial duties

- Prepare authorization forms for business trips, travel claims and travel reimbursements, according to GWP Travel Policy and specific projects requirements.
- Prepare payment requests and payment authorization forms.
- Keep track of invoices and payments.
- Keep and update fixed assets register.
- Keep and update petty cash in the office and coordinate reporting of the petty cash.
- Participates in preparation of financial reports for GWPO and national legislation as relevant
- Support the preparation of inputs for annual audit
- As relevant, stay informed of developments in financial policies such as GWP Financial Policy, GWP Travel Policy, GWP Audit Guidelines and others.

QUALIFICATIONS AND EXPERIENCE

- Hold a Bachelor's degree in finance, administration or other relevant discipline.
- Have at least 1 years' experience in office administration
- Prior experience in an international working environment is an advantage.
- Ability to coordinate and manage multiple tasks with excellent organisational skills.
- Service-oriented work style, with strong interpersonal skills, able to work effectively and harmoniously at all levels.
- Ability to work in a multicultural environment and to interact positively with a wide range of stakeholders in an international, regional, and national context.
- Strong written and oral communication skills in Slovak and English,
- Experience with software such as Office 365 package.

Proposed salary range: From 1.300 eur brutto

The position is to be filled as soon as possible and applications will be examined on a rolling basis. Please send your motivational letter and CV in English to gwpcee@gwpcee.org . For further information and questions regarding the position, contact veronika.vagoova@gwpcee.org