

Job Announcement

Job Description:

Working title: Project Officer, IPHR Tbilisi office

IPHR is recruiting a new colleague to work as Project Officer responsible for implementing selected projects and ensuring a close coordination with our partners in countries of Eastern Europe, the Caucasus and Central Asia. The post is based in Tbilisi, Georgia.

Job Purpose:

The Project Officer is responsible for planning, initiating and implementing activities, as well as monitoring implementation by project partners, undertaking content and financial reporting to the donors and ensuring project compliance with legal, donor and internal rules and procedures.

Reporting:

The Project Officer works together with IPHR's Administrative Assistant and Financial Manager in financial project oversight and reporting; She/he reports directly to the Programme Director for projects implemented in Eastern Europe and South Caucasus; and to IPHR Director for projects implemented in Central Asia. She/he works closely with the International Advocacy Manager and the Editorial Board.

Description of duties:

Project Officer is responsible for the following:

- Coordination and organization of project activities, including fact-finding missions, workshops, seminars, conferences, administrative assistance for advocacy trips, etc.;
- Maintaining regular contact with IPHR's project partners and ensuring smooth two-fold information flow between the two;
- Communication of reporting requirements, policies and procedures;
- Coordination with project partners during all stages of project development and implementation;
- Regularly monitoring the state of expenditure in projects and reporting to IPHR's Financial Manager and Programme Director; conducting expense verification of the partners' reports;
- Preparation and timely submission of accurate financial and narrative reports in compliance with donors' requirements;
- Staying up to date with regards to the changes of donors' requirements;
- Contributing to IPHR's project development and fundraising efforts;

The Project Officer's role also includes responsibilities in internal communication and organization:

- Supporting IPHR's compliance with policies and procedure.
- Keeping track of reporting deadlines

This post requires:

- A post-graduate degree in political science, law, international relations, human rights or other relevant subject.
- A minimum of 2 years of experience
- Fluent English and Russian
- The perfect candidate is well-organized, with attention to detail
- He/she must be a team worker

If you are interested and qualified for this role, please apply by sending your CV, a covering letter and two letters of recommendation **by 22 October 2018**, to the attention of:

Recruiting committee PO
iphr@iphronline.org