

HELNETAS Swiss Intercooperation is one of the leading development organisations in Switzerland. Our mission is to empower people to improve their livelihoods and access to resources. We support, promote and strengthen social, economic, political and cultural rights and a sustainable use of natural resources. HELNETAS Swiss Intercooperation has been active in Kosovo since 2001.

HELNETAS Swiss Intercooperation – Kosovo is currently looking for an:

## **ADMINISTRATION ASSISTANT - SKILLS FOR RURAL EMPLOYMENT PROJECT**

This role is for an Administration Assistant for the Skills for Rural Employment (S4RE) project that is currently in the design and planning phase. The project planning phase will commence in October, with full project activities starting in January 2013, subject to project financing.

The role is open to Kosovo nationals with experience in finance and administration.

### **MAIN TASKS**

- Assist the Project Manager with finance and record keeping activities, working in close collaboration with HELNETAS Swiss Intercooperation – Kosovo finance staff
- Manage a database of project activities and information on partners and beneficiaries
- Maintain website and assist with promotional materials and activities
- Support project staff with managing contracts for service providers to the project
- Assist with monitoring and reporting of project activities
- Support project staff with organisation of field activities, and assist with training activities when required
- Perform other administration tasks as required for the efficient management of the project
- Some travel to project areas in rural Kosovo will be required in this role

### **YOUR QUALIFICATIONS**

- Degree qualifications in finance, accounting, business management or related discipline
- A minimum of 2 years experience in administration, with experience in donor funded projects an advantage
- Strong computer skills, including financial software, website management and database management are required
- Excellent spoken and written English and Albanian are essential. Knowledge of Serbian will be considered an asset for this position
- Valid driver's licence and a willingness and ability to travel to rural areas of Kosovo

### **WE OFFER YOU**

A local (Kosovo) contract for initially 1 year, with the possibility of extension. This position will likely start in October 2012

### **APPLICATIONS**

Please forward applications to [kosovo.info@helvetas.org](mailto:kosovo.info@helvetas.org) by 31<sup>st</sup> September 2012

Further information can be obtained by calling Stuart Pettigrew on 044 500 548