
Vacancy Announcement

Title: **Program Associate – Eastern Europe and Central Asia Programs**
Type of Contract: **Fixed-Term Consultancy Contract**
Duty Station: **Rome - Italy**

ABOUT IDLO

The International Development Law Organization (IDLO) enables governments and empowers people to reform laws and strengthen institutions to promote peace, justice, sustainable development and economic opportunity. We contribute to creating stable and inclusive societies where every person can live free from fear and want, in dignity and under the rule of law.

To learn more about IDLO, please visit our website www.idlo.int or follow us on Twitter @IDLOnews.

THE POSITION

Under the direct supervision of the IDLO Eastern Europe and Central Asia Unit (EECA), the Program Associate is responsible for the following duties:

- Carry out the program's day-to-day administrative and logistical requirements, including, but not limited to, liaising on various EECA programs' issues with the Human Resources & Learning Division, Office of the General Counsel, Procurement, Travel & Logistics, and Finance Division;
- Support EECA to process, update, and maintain master files for each EECA program portfolio, including registries of all technical documentation, to be made available to program staff and management when needed;
- Assist with translations related to EECA programs;
- With guidance from EECA and in collaboration with the Division of Human Resources & Learning, provide support in the timely identification and screening of programs' consultants/contractors as well as the processing of contracts;
- Maintain an up-to-date list of potential experts and/or consultants relevant for the implementation of EECA programs;
- Support EECA to develop and maintain accurate programs' work plans;
- Assist in providing up-to-date information for budget forecasts and budget control purposes of EECA programs;
- Support the coordination of work and information between IDLO Offices, within the designated EECA program or between various units of IDLO HQ;
- Coordinate the transmission of draft and narrative reports between the field teams and IDLO Offices;
- When requested, conduct research on legal, political, social, and economic events, trends, and/or developments relating to the program;

- Carry out desk research in order to provide substantive input into the development of new EECA proposals, concept notes, briefing notes, summary status reports, and donor narrative reports;
- Provide input into IDLO publications, communications materials, web content, etc.;
- When requested, represent EECA programs at internal events and meetings at IDLO Offices;
- Respond to internal requests for information or research and external information requests as delegated;
- Be available for periodic visits to the field;
- Assist in the orientation of new staff, consultants, and interns;
- Perform any other similar duties as requested by the supervisor.

IDEAL CANDIDATE PROFILE

Education

- An undergraduate degree in law, social sciences or other similar field.

Work experience

- 2-3 years of professional experience, ideally in a program support function preferably within international settings (UN, IGO, INGO).

Languages

- Fluency in written and spoken English and Russian.

Specific knowledge, skills and competencies

- Knowledge of the Eastern Europe and Central Asia region.
- Excellent written and verbal communication skills.
- Good knowledge of Microsoft Word, Excel and PowerPoint. Proficient use of other ICT software and internet software.
- A self-starter, able to identify improvements to working practice, make recommendations and implement change.
- Excellent interpersonal skills and the ability to work constructively with several internal service departments.
- Proven ability to develop and foster working relationships across a globally based organization.
- Proven ability to see through tasks set and deliver results.
- The ability to work under pressure with tight deadlines, flexibility and an entrepreneurial spirit.
- Ability and willingness to travel to the region, if necessary.
- Keen sense of ethics, integrity, and commitment to IDLO's mandate.

HOW TO APPLY

All interested applicants are encouraged to apply via our website www.idlo.int/jobs and submit the completed IDLO Personal History Form (PHF), resume and cover letter.



IDLO is an Equal Opportunity Employer and values diversity in all areas of its operations. We welcome and encourage diverse applications.

DISCLAIMER AND CLOSING DATE

The above statements are intended to describe the general nature and level of the work being performed by the staff member assigned to this work. This is not an exhaustive list of all duties and responsibilities.

The Director-General of IDLO reserves the right to amend and change responsibilities or even to cancel the recruitment to meet business and organizational needs as necessary.

Application deadline is **December 6, 2015**.

