



VACANCY: ADMINISTRATION OFFICER

Join a team of professionals dedicated to improving the health and rights of marginalised groups in Eastern Europe and Central Asia!

AFEW International is a non-governmental humanitarian organisation that strives to promote health, and advocates for increased access to prevention, treatment, and care for major public health concerns such as HIV, tuberculosis, COVID-19, viral hepatitis, and sexual and reproductive health and rights.

AFEW International is working with and for “key populations” (LGBTIQ and men who have sex with men, people who use drugs, sex workers, people living with HIV, (ex-)prisoners, vulnerable youth and adolescents). By providing support and empowering communities and civil society organisations in Eastern Europe and Central Asia (EECA), we contribute to better access to good quality health services for all, including people whose access is denied due to stigma and discrimination.

With a small team based in Amsterdam, we coordinate the *AFEW Partnership*, a regional network of civil society organisations (*AFEW-Kazakhstan*, *AFEW-Kyrgyzstan*, *AFEW-Russia*, *AFEW-Ukraine* and *AFEW International*).

In a rapidly changing global health and geopolitical landscape, *AFEW International* is now exploring new directions and **seeking to hire an Administration Officer** to support the Management Team and Programmes Team of *AFEW International*. The **Administration Officer** is expected to provide substantive operational and administrative support, and to assist in fundraising and in the implementation of a diverse portfolio of programs.

Please see the full position description and requirements in the Annex.

Contract: 32 hours

Duration: per direct until 31 December 2022

Location: Amsterdam, Netherlands

Deadline for sending applications: 17 December 2021

Please send your motivation letter, CV, and contact details for two references to: recruitment@AFEW.nl. This role is renewable pending project acquisition. Clarifying questions may be sent by e-mail. No agencies please.

We offer:

- Competitive salary, 8% holiday allowance
- Pension scheme based on a collective agreement
- Travel costs compensation and/or telework allowance
- 25 days annual leave (on full time basis, calculated pro rata), with additional leave days between Christmas and New Year
- Working in an international team with an informal, transparent and open working culture
- An office close to Amsterdam Central station with great waterfront views. Once COVID-19 measures allow, we will combine working from the office with working from home.

AFEW International is an equal opportunity employer. We particularly encourage applications from qualified candidates who are living with HIV and/or from key affected communities.

More about *AFEW International*

Based on 20 years of experience in the region, *AFEW International* has built extensive knowledge, expertise and networks in Eastern Europe and Central Asia. The mission of the organisation is to increase access to prevention, treatment, and care for the most vulnerable and marginalized groups within society.

AFEW International works in close collaboration with international (mostly European), EECA regional and in-country partners, co-creating the best international practices and innovations to EECA in a practical applicable way.

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ANNEX. DETAILED JOB DESCRIPTION: ADMINISTRATION OFFICER

Terms of Reference: Place within the Organisation:

- Reports to the Director
- Supervision by the Director, will work closely with Programmes and Management Teams.

Job Location:

- Amsterdam, the Netherlands (Due to COVID-19, currently all staff work from home).

Contract hours:

- 32 hrs
- per direct until 31 December 2022

I. Overall Job Objective:

The role has the following main objectives:

- 1) To provide financial, administrative and operations support to the Management Team (70%)
- 2) To support the Programmes team in the implementation of the projects (30%)

II. Responsibilities and Tasks:

Finance and administration support:

- Prepare and check invoices and process transactions
- Ensure timely posting of financial data into EXACT on-system
- Process payments in a timely and accurate manner to ensure good supplier relations
- Manage and monitor bank and cash balances. Ensure the preparation of cash and bank reconciliations
- Oversee daily expenditure and ensure all claims for any payments follow internal procedure, are approved and settled on time
- Conduct capacity-building support to staff and partners in the field office in relation to internal systems and templates.
- Prepare reconciliation of expenditures on a monthly basis

Related to Bank:

- Cooperate with the bank regarding payments, company credit cards and other issues
- Process payments on request via banking electronic system;

Related to Accounting and Consolidation of Financial Data:

- To book transactions in the financial system, including bank payments, credit cards payments, petty cash expenses
- Make manual transactions and corrections in the financial system, as required
- Input currency rates into the financial system on a monthly basis

Related to work with Sub-recipients (Subgrantees):

- To be responsible for arranging and signing contracts with sub-recipients in other countries; to agree and negotiate with local offices about contracts;

Related to Human Resource Administration:

- To assist in drafting contracts, keeping records, maintaining personnel files, in accordance with AFEW internal rules and procedures.

Audit and reporting

- Support Director to supply appropriate audit evidence
- Support Director in preparing various donor financial reports as required by donor grants and contracts

Administrative functions

- Support the office in procurement and travel logistics functions
- Provide substantive operations and administrative support under the supervision of the Director (including administration of invoices, financial documents, billing, reimbursements, filing, document management in the KM system, digitalization, and so on.).
- Support the Director in external relations (including calendar management, call scheduling, preparing meetings).
- Support the Director and Programmes team in organizing and facilitation online meetings (including calendar management, call scheduling, setting-up online meetings on Zoom and similar platforms, contracting, occasional minute taking) and overall implementation of the project portfolio.

Project implementation and fundraising:

- Monitor trends in development in the area of key populations and health concerns including HIV/AIDS, TB, viral hepatitis, SRHR, COVID-19, and UHC, in the region of Eastern Europe and Central Asia.

- Support Programmes Team in communication with programmes grantees, preparation of contracts and filing relevant documentation.

Internal Communication:

- Provide regular updates to the Director.
- May chair regular internal programmes team meetings and may participate in/chair regular meetings and/or conference calls with the directors of the *AFEW Partnership*.

III. Contacts / Key Relationships

- All staff within *AFEW International*.
- National, regional, and international project partners.
- Governmental and non-governmental counterparts, donors, consultants, etc.
- Regional and international networks of health experts, community activists, policymakers.

IV. Requirements:

Experience and Qualifications:

Experience and Qualifications:

- Minimum of two years administrative assistance experience, accounting experience is a plus.
- Higher vocational education (HBO)
- Proven ability to organize/manage records
- Fluency in written and spoken English. Russian and Dutch will be the assets.
- Strong computer skills with a focus on all Microsoft products (Word, Excel, PowerPoint and Outlook; EXACT is a plus or any accounting system)

Personal Skills / Additional Information:

- You are a self-starting, proactive team player with excellent organizational skills.
- You are able to work under pressure, prioritize and multitask.
- You have strong interpersonal and intercultural skills, cultural sensitivity, and you are able to work with a variety of stakeholders.
- You are willing to occasionally work outside office hours, including for international travel (although currently no travel foreseen due to COVID-19 limitations).
- You have the legal right to remain and work in the Netherlands/EU. Please note that we cannot offer relocation support to the Netherlands.

Deadline for submitting applications: December 17, 2021.

Interviews with successful candidates will be held in the week of January 3, 2022.