

Recruitment Details			
<b>Job Title:</b>	<b>Project Assistant / Translator (PA)</b>		
<b>Band:</b> Support Staff	<b>Date:</b> October 2021- September 2023	<b>Job Holder(s):</b>	<b>Reports to:</b> <b>Primary Report: Team Leader</b> <b>Secondary Report: Representative of Ecorys Netherlands</b>
<b>Role Location</b>	Full-time based in the Project Office (close to Ministry of Justice)		
Project Context			
<p>A consortium led by Ecorys Netherlands (<a href="http://www.ecorys.com">www.ecorys.com</a>), in consortium with PAI Ltd (UK) and Axiom Ltd (UK), has been awarded to implement the “Technical Assistance for Budget Support Programme “Support to Justice Sector Reforms in Armenia” project, funded by the European Union. The project’s main purpose is to strengthen the capacities of the Government to implement the Judicial and Legal Reform Strategy 2019-2023 and Anti-Corruption Strategy 2019-2022. The project is in the contracting stage, and is expected to run from mid/end October 2021 until end September 2023.</p>			
Job Purpose			
<p><b>The Project seeks a qualified, competent and efficient Project Assistant/Translator to work with four Key Experts</b></p>			
Key Dimensions of the Role			
<p><b>Project assistance tasks:</b></p> <ul style="list-style-type: none"> <li>• Provide secretarial support to project key and non-key experts as required;</li> <li>• Manage filing and archiving of project documentation (including online archiving), correspondence as well as maintaining a file index of all project outputs per file</li> <li>• Other (non-technical) file storage and archiving (contractual documents, project reports, official client communication and notifications, etc.) Assist with confirmation of expert availability and mobilisation tasks including (Flights, Accommodation, Logistics)</li> <li>• Follow up on issues as instructed by Team Leader and PM</li> </ul> <p><b>Secretarial tasks:</b></p> <ul style="list-style-type: none"> <li>• Organise and coordinate Project meetings (sending invitations, taking of minutes at all meetings, etc.);</li> <li>• Provide secretarial support to training workshops, seminars, meetings and related activities, including: booking premises; confirming logistic arrangements; confirming attendees; arranging accommodation; arranging transport; arranging equipment, arranging catering/refreshments; etc.;</li> <li>• International and national expert support: booking flights, hotels, airport pick-ups, transport, translation services, etc.</li> <li>• Handle logistic arrangements in connection with field visits, including setting up of meetings, booking of accommodation and transport, etc.</li> <li>• Proofread all official outputs for English and/or Armenian grammar and spelling</li> <li>• Provide ad-hoc English/Armenian (verbal) interpretation services during official meetings, meetings with non-English speaking local stakeholders and at project events when needed</li> <li>• Provide ad-hoc English/Armenian (written) translation services for documents, regulations, training, information and written materials when needed</li> <li>• Conduct routine office duties, such as photo copying, sending and maintenance of files and documents.</li> </ul> <p><b>Financial tasks [Together with Financial administrator]:</b></p> <ul style="list-style-type: none"> <li>• Support in managing of office budget and EU incidental budget (approval requests, tracking expenditure, collecting receipts/vouchers etc)</li> </ul>			

- Keep records and account of all reimbursable expenditure and invoicing by updating the project budget sheet and monitoring budget use against implementation
- Apply procurement procedures including securing multiple quotes and supporting public tender procedures where required

### Qualifications & Experience

The post requires a candidate with the following educational qualifications:

#### Education:

- A higher education degree or equivalent educational qualification, preferably in public administration, political science, law and legal science, social science, international relations, business administration, economics etc.

#### Experience:

- Minimum 5 years of hands-on experience and proven track record in providing administrative, secretarial and financial support to a similar project/business (preferably gained on internationally-funded projects);
- Experience working with a government Ministry will be of added value;
- Previous experience of working in the justice sector will be of added value;
- Hands-on experience in previous EU funded projects will be of added value.

#### Skills:

- Excellent oral and written communication skills in English;
- Fluency in Armenian;
- Full Computer Literacy;
- Demonstrable administrative competency;
- Exemplary attention to detail;
- Self-motivated and strong team player with ability to prioritise workload whilst being flexible in your approach
- Ability to operate in fast paced environment and cope with seasonal pressure points
- Experience with the European Union's procedures for accounting and recording of Incidental Expenditures as required by the Practical Guide for EU procedures will be of added value.

Interested applicants should send a one-page letter of interest and CV to [julia.kachaienko@ecorys.com](mailto:julia.kachaienko@ecorys.com). The shortlisted applicants will be contacted on rolling basis for interviews or additional materials, which may include requests for references or a sample of previous work.

Only written correspondence will be entertained and answered.

The deadline for applications is on **Friday 22<sup>nd</sup> October, 2021 at 16:00**. Applications will be considered as soon as they arrive, and early applications will be negotiated. **Interviews will start in the week of 18<sup>th</sup> October 2022.**

Please put as subject in your email: "Armenia Justice TA – application for PA – your full name".