

**JOB DESCRIPTION: ADMINISTRATIVE LOGISTICS ASSISTANT – CONSORTIUM SERBIA**

<b>COUNTRY:</b>	Serbia
<b>POSITION:</b>	Administrative Logistics Assistant
<b>DEPARTMENT:</b>	International Cooperation and Humanitarian Aid
<b>TYOLOGY OF CONTRACT:</b>	Project based contract
<b>STARTING DATE:</b>	1 <sup>st</sup> October 2018
<b>DURATION:</b>	12 months- possible extension until 16 months - 50% of time (twenty hours per week)
<b>DUTY STATION:</b>	Belgrade
<b>LINE MANAGER:</b>	Finance Manager – Consortium
<b>SALARY:</b>	Monthly between 400 and 450 Euro gross 2 (as per Serbian law)
<b>OTHER:</b>	N/A
<b>DEADLINE FOR SUBMISSION:</b>	2 <sup>nd</sup> September 2018

Interested candidates should send their **CV**, the details of **3** people who will serve as professional **references**, a short **self-presentation letter** explaining **how the candidate's qualifications and previous experiences are in line with this job description**. Applications shall be sent to [selezioni@oxfam.it](mailto:selezioni@oxfam.it), specifying in the subject: "Selection\_PM\_Name\_Surname".

**DESCRIPTION**

Since September 2015 Oxfam is responding to the migrant influx to Europe and aims to meet the needs of people on the move in need of protection. Oxfam is responding in Serbia, the Former Yugoslav Republic of Macedonia (FYRoM), Greece and in Italy (Sicily) through partners or through direct services delivery (Greece). The responses, that primarily respond to the needs of the affected migrants and refugees aim to deliver relevant and credible information for the purpose of global and national influencing of engaged publics and decision makers The responses in the countries are aligned by one agreed Strategic Plan that is backed up by a well-developed influencing plan. The initial response focused on the Serbian borders with Macedonia, Hungary, Bulgaria and Croatia, and the Macedonian border with Greece. Currently OIT in Serbia manages ECHO funded projects and it is transitioning to EUTF funding. OIT is the Leader organization of a Consortium (with CARE and CARITAS) which will provide access to food in 15 governmental facilities hosting migrants, asylum seekers and refugees in Serbia.

**MAIN RESPONSIBILITIES**

The Administrative Logistics Assistant, under the line management of the Finance Manager will performs roles in administrative and logistics area. The job holder will ensure smooth functioning of program operation in the designated office and across country and will support finance, program and MEAL teams in obtaining VAT exemptions, organisation of the program events, workshops and program procurement.

Key areas of accountability:

- Liaison with suppliers on obtaining relevant documents (pro-forma invoices) for VAT exemption and obtaining all relevant documents related to the payments (invoices, delivery notes, etc.).

- Prepare documents for VAT exemption and maintain contacts with taxation office on obtaining signed forms for VAT exemption for all program procurement.
- Arrange booking of accommodation for Oxfam staff, consultants and all Oxfam visitors in the country.
- Assist MEAL team in organizing workshops by timely booking of accommodation, venue hire and procurement of supply for workshops.
- Booking the visits of the monitoring agency representative to do regular hygiene and nutritive tests testing of food service in 15 governmental facilities as per instruction from MEAL Manager and Chief of Party.
- Maintain office stationery and other office supplies stock and do regular procurement of all necessary items.
- Support Finance Manager and Finance Officer in obtaining all documents for completion of regular filing of documentation of all financial transactions.
- Assist Finance Manager and Finance Officer in preparation and implementation of internal audit or project specific audits.

## **QUALIFICATIONS**

### **QUALIFICATIONS AND BEHAVIOURAL COMPETENCIES**

- At least 2 years working experience in administration and logistics out of which 1 in similar positions and with sound understanding of working in an international NGO.
- Secondary school degree or experience in fields relevant to the position.
- Fluent written and spoken Serbian and English. Italian would be an asset.
- Proven knowledge of computerized systems and demonstrable experience of working with computerized accounting packages and spreadsheets.
- Knowledge on local taxation regulations and sound experience with donors funding regulations, procedures and reporting requirements, in particular: EU.
- Ability to work with discretion regarding confidential information.
- Possession of sound judgment and attention to detail.
- Excellent organization skills and flexible approach to planning comprehensively, managing and prioritizing effectively a high workload and multiple tasks and deadlines.
- Ability to work as part of a team, adopt a consensus-based approach and work effectively through others.
- Excellent interpersonal skills with ability to interact with people of different backgrounds and to communicate accounting concepts and principles to people with limited accounting knowledge.
- Ability to operate effectively in complex and highly networked working environments and to understand perspectives, pressures and challenges faced by colleagues and partners.
- Commitment to Oxfam's overall aims and policies and experience of promoting gender equity and diversity and the interests of marginalized people in all aspects of Oxfam's work.

## **SELECTION CRITERIA**

CVs will be pre-selected according to their coherence with the required profile. Candidates might be called for interviews and selection tests starting from the first day after the reception of CVs. Interviews will be held in Belgrade. Travel costs will not be reimbursed to candidates. For candidates who are not in Belgrade the interview will be by Skype/telephone. Only pre-selected CVs will be contacted. Oxfam Italia would like also to inform applying candidates that this recruitment process will serve also to feed into our Humanitarian Roster. Therefore, candidates who are not interested to be considered also for the roster are kindly request to specify it in their self-presentation letter.

Note: for more information about the organization, please consult our webpage: [www.oxfamitalia.it](http://www.oxfamitalia.it).