



NGO Support Centre

Vacancy: Part time Project Administrator

The NGO Support Centre (NGO SC) is a non-governmental, non-profit organisation, based in Nicosia, and established in 1999. The Centre's vision is to support the development and empowerment of civil society in Cyprus. The NGO SC provides capacity building for NGOs and works to strengthen links between different sectors of the society, such as Civil Society Organisations, international NGOs, decision-makers, academics and media. The work of the NGO SC spans a variety of fields including Active Citizenship, Peace and Reconciliation, Global Education, Volunteerism, Intercultural dialogue, etc.

Job Description

The NGO Support Centre is seeking for a part time Project Administrator for a period of 12 months, to support the coordination of EU funded projects and to provide administrative support in the daily operation of the organisation.

Responsibilities

The person will undertake the following responsibilities:

- *Project Coordination Support:* Support the coordination of the EU funded projects that the organisation is partner at;
- *Administrative Support:* Undertake daily tasks including database information management, reporting, communication and coordination with colleagues and partners to support projects' activities;
- *Event Organisation Support:* Support the organisation of activities, including outdoor events (e.g. festivals), discussions, meetings, etc;
- *Communication Support:* Draft and upload relevant articles for the organisation's social media, website and newspapers;
- *Event Participation:* Assume an active role in project activities, including informing and managing guests as well as taking notes and photographs;
- *Fundraising Support:* Support the drafting and submission of proposals for funding and look for partnerships locally and internationally;

Person Specification

Essential skills/ experience:

- University degree, or equivalent, in Social Sciences/Humanities
- Fluent written and spoken Greek and English
- Good knowledge of Word, Excel, PowerPoint and Outlook
- Good communication skills, including high quality written communication, with strong attention to detail
- Ability to manage own time effectively, in a multi-task environment

Desirable skills/ experience:

- Knowledge and experience of working within civil society in Cyprus or abroad
- Previous experience in coordinating EU funded projects
- Experience with using social media