



## IBP – JOB DESCRIPTION

<b>POSITION TITLE:</b>	<b>Program Assistant</b>
<b>Team:</b>	Global Initiative on Fiscal Transparency (GIFT) Network
<b>Reports to:</b>	Director of International Advocacy
<b>Status:</b>	Exempt; Full-time; two-year commitment
<b>Location:</b>	Washington, DC
<b>Travel:</b>	None required

**JOB PURPOSE and SUMMARY:** The **Program Assistant** provides administrative and logistical support to the Global Initiative on Fiscal Transparency (GIFT) Network ([www.fiscaltransparency.net](http://www.fiscaltransparency.net)), an international project that is hosted at the Washington DC offices of the International Budget Partnership (IBP).

**ESSENTIAL DUTIES of the JOB** include, but are not limited to, the following:

- Undertakes and ensures all general administrative and logistical support for all work of the GIFT Network;
- Working closely with the GIFT Network Director, other members of the GIFT Coordination Team, and IBP staff, supports the preparation of the GIFT Program budget and tracks the actual spend down of the approved budgets of all relevant cost centers
- Assists in the preparation of reports to the GIFT Stewards Meetings, GIFT Network, and donors and other contributors to the GIFT Network
- Assists in managing and supervising deliverables of different independent contractors to the GIFT Network
- Organize and manage the GIFT Network and the GIFT Coordination team agendas, and remind appropriate GIFT stewards and GIFT members of the Coordination Team of any coming-up activities or follow-up actions to be completed
- Represent the GIFT Coordination Team in specific meetings and activities, as requested by the Network Director
- Support IBP Administrative team members when necessary, particularly with respect to the administrative and logistical support required for GIFT events and activities
- Administer and update the GIFT Network Basecamp web platform and support the updating and maintenance of the GIFT Community of Practice website
- Leads in securing the requisite approvals for cost ceilings that the GIFT Stewards Committee have to approve in advance.
- Support the general GIFT Coordination activities such as network building, decision-making and facilitation, and perform other administrative tasks as assigned by the GIFT Network Director

### **OTHER RESPONSIBILITIES:**

1. Participate in the International Budget Partnership Administrative team meetings and IBP's International Advocacy team meetings, IBP all-staff retreats, and other meetings, as may be required to represent the GIFT Network
2. Supports other IBP Administrative team colleagues when necessary, particularly in respect of the administrative and logistical support to GIFT events and activities
3. Complies with IBP-wide administrative and financial protocols, policies and procedures
4. Other duties as assigned

## **JOB COMPETENCIES:**

### **EDUCATION:**

- Associate degree in Office Administration/Management and Practice, minimum; Bachelor degree in Office Administration/Management and Practice, preferred.

### **EXPERIENCE:**

- At least 4 to 6 years of experience in providing and coordinating executive level administrative and logistical support
- Experience working with civil society organizations, desirable
- Experience working with governments, preferred

### **SKILLS:**

- Strong verbal and written communications skills; able to write research reports according to the formats employed by the GIFT Network
- Strong skills in identifying potential problems and generating contingency plans
- Familiar with basic quantitative data analysis techniques, may require substantive technical supervision
- Strong interpersonal skills and the ability to thrive in and contribute to a culture of collaboration and teamwork in a diverse work environment
- High level attention to detail, accuracy, quality and timeliness
- Ability to work independently with minimal supervision
- Demonstrates a high level of organization; able to prioritize tasks to meet multiple deadlines
- Proficiency in Microsoft Office package required; proficiency with other CRM software applications, Salesforce in particular, desirable
- Proficiency in Spanish and/or French, desirable

### **ATTRIBUTES:**

- Personal qualities of integrity, credibility, and a commitment to and passion for IBP's mission
- Highly flexible and adaptable
- Motivated to learn and willing to contribute to learning initiatives, including process improvements that delivers increased effectiveness and efficiency
- Professional and reassuring in communication style with colleagues, partners, and vendors and other service providers

### **PHYSICAL DEMANDS:**

- Duties are generally carried out in a normal business office environment – i.e., working at a computer while sitting at a desk for extended periods of time

**Permission to live and work in the US:** The successful applicant will be based in the offices of the IBP in Washington DC. All applicants must already possess valid permissions to live and work in the US.

**Salary:** Commensurate with experience; excellent benefits, including two health and dental insurance options, life and long-term disability insurance, retirement, flexible spending accounts and generous vacation, sick leave, and holiday schedules.

**To apply:** Send a resume by 16 September 2015 and cover letter via e-mail to [applications@internationalbudget.org](mailto:applications@internationalbudget.org). Please put "GIFT Program Assistant" in the subject area. **PLEASE, NO PHONE CALLS.**