

## **ECPGR Programme Assistant**

**The Position (full time):** the principal function of the ECPGR Programme Assistant is to provide administrative and secretarial support for the work of the ECPGR Coordinator in the Regional Office for Europe and will cover tasks including the support for the implementation of AEGIS. The Programme Assistant role covers typical functions such as:

- Assisting in project administration by assembling and preparing necessary documentation; monitoring budgets and liaising with accounting staff about payments; monitoring fundings and liaising with external donors regarding payments of contributions and other issues; preparing financial sheet for preparation of financial donor reports; liaising with external partners regarding membership and nomination of members in various activities; help preparing letters of agreement for membership, research and consultancy services.
- Making logistical arrangements for complex meetings (mainly off-site): Steering Committee meetings, Network meetings, seminars and conferences; participation and providing assistance in meetings of the Steering Committee and, when requested, Network meetings; liaise with local service providers; preparing contracts for services; preparing travel requests for participants and liaising with travel coordinator; prepare and distribute travel and DSA reimbursements for participants in meetings; collate and prepare background documentation for meetings; compiling reports and preparing minutes of meetings; coordinate preparation of PA materials including production of display materials
- Development and maintenance of ECPGR and AEGIS Web site in CMS environment
- Updating and maintaining the ECPGR and AEGIS Web sites by updating contacts and uploading files or text; pro-actively manage and maintain the database for the management of the programme activities and undertaking data entry to other databases; manage ECPGR email account and update contacts in Steering listserver ;
- Providing support to the coordinator by scheduling his activities; ensuring appropriate action on issues arising during coordinators' absences; coordinate and manage all travel arrangements and other travel related arrangements; making arrangements for and receiving visitors; other administrative support as required

- Undertaking clerical activities such as establishing and maintaining efficient office filing system; assisting in external reviews, recording and answering of correspondence; preparing fact sheets; assisting with library processing tasks
- Perform other duties as required.