

**Job Description**  
***Caucasus Programme Assistant***

**1. GENERAL**

**Job Title:** Caucasus Programme Assistant

**Location:** London

**Reporting to:** Caucasus Projects Manager

**2. ORGANIZATION INFORMATION**

**Conciliation Resources**

Conciliation Resources (CR) is an international non-governmental organization with more than 15 years of experience working internationally to prevent and resolve violent conflict. Our practical and policy work is informed by people living in countries affected or threatened by war. We work with partners in the Caucasus, Colombia, the Democratic Republic of Congo, Fiji, Guinea, India, Liberia, Pakistan, the Philippines, Sierra Leone, Southern Sudan and Uganda. We also publish the journal *Accord: an international review of peace initiatives* and seek to influence government peacemaking policies. Our funding is through grants from governments, multilateral agencies, independent trusts and foundations. We were established in 1994 and incorporated in 1996 as a company with charitable status.

CR's approach is characterized by doing practical work with an emphasis on the primacy of local ownership. We promote both good practice and new thinking on conflict transformation, and we engage with partners in dialogue and advocacy to influence local, regional and international policy responses to conflict.

**General Criteria**

CR currently has 19 full and part-time staff working out of the London office, and another six in CR's field office in Sierra Leone. CR enjoys good relations with a range of governmental and international organizations.

CR's staff work in a spirit of programme partnership, which demands teamwork, mutual respect, integrity, personal initiative, creativity, political and interpersonal sensitivity and professional discretion.

### **The Caucasus Programme**

CR has had a longstanding involvement in the Caucasus, working together with a range of local partners in civil society for more than a decade, and engaging at a variety of levels within the conflict-affected societies and across the conflict divides. The programme consists of a diverse range of projects funded by a number of different donors. Our wide-ranging relationships are integral to the team's ability to implement the programme. Our ambition is to continue to make a meaningful impact on policy and peacebuilding practice in the region and to increase our influence on prospects for peaceful conflict transformation.

The goal of the programme is to improve prospects for the peaceful and just transformation of the conflicts over Abkhazia and Nagorny Karabakh. These goals inform the team's strategic objectives, which include:

- Helping key actors in the conflict (officials, civic actors and politicians) explore options for progress through dialogue, analysis and access to new thinking;
- Influencing the strategies of the international community (policymakers, diplomats and INGOs) towards a more coherent approach to peacebuilding;
- Working with partners to create an environment in which long-term change is possible – building peace constituencies, engaging with hardliners, enabling broad participation including marginalized groups;
- Challenging the wider public to think differently about 'the other', overcome stereotypes and explore new ideas for conflict resolution;
- Helping civil society groups, including IDPs, journalists, the Gali population, women and young people, become more effective in advocating for rights and raising key issues for debate and policy change that contribute to reconciliation

### **3. JOB OVERVIEW**

#### **Job Purpose**

The purpose of the post of Caucasus Programme Assistant is to provide financial, administrative and logistical support to the programme staff, programme associates, consultants and project partners.

#### **Scope and Accountability**

The Caucasus Programme Assistant will join the Caucasus team, currently comprising the Programme Director and three Projects Managers (one on maternity leave until October 2009). The Programme Assistant will be line managed by one of the Projects Managers. The post is a support position within the team and will involve programme, event and financial administration, and information management.

#### **4. SPECIFIC TASKS AND RESPONSIBILITIES**

It is CR's aim to support local capacities to build peace as well as to make strategic interventions in cooperation with local and international partner organizations. The Caucasus Programme Assistant contributes to the implementation of CR's Caucasus Programme by carrying out the following specific responsibilities and duties:

##### **Financial accounting and reporting**

- Perform a range of financial administration activities in accordance with internal accounting procedures and ongoing liaison with CR's finance team
- Process partner and project financial reports and budgets, ensuring they are submitted in an accurate and timely manner, with the necessary supporting documentation
- Process invoices and expense claims from programme staff, associates, consultants and service providers
- Coordinate the programme's financial transactions, including making cash and wire transfers to partners, ordering foreign currency and monitoring cash flow and balances held by partners
- Ensure that lists of project and ledger codes are kept up-to-date and distributed to partners
- Contribute to preparing and submitting financial reports to donors

##### **Project administration and logistical support**

- Coordinate the logistics for events that include study visits, partners' meetings, training programmes and dialogue workshops, in the Caucasus and elsewhere, including preparing costings, liaising with partners, programme associates, consultants, and service providers, and making travel and logistical arrangements
- Arrange the travel, accommodation and logistics for programme associates and consultants, including provision of visa support and assisting them to account for cash advances
- Perform general administration activities, including keeping a log of narrative reports submitted to CR by partners, scanning documents and responding to enquiries
- Contribute to the preparation of budgets, fundraising proposals, programme reports and donor reports, including editing and collating information submitted by partners and preparing costings

##### **Maintaining and developing information management systems**

- Maintain and develop programme filing, documentation and information management systems in manual and electronic forms
- Maintain up-to-date coordinates for relevant individuals and organizations on the CR database and programme contacts lists
- Oversee maintenance and distribution of Caucasus programme publications and other material

### **Other**

- Perform additional tasks that are reasonably associated with this post, as required by Caucasus programme staff
- Maintain relationships with our many partners in the Caucasus region, liaising with them specifically on financial, administrative and logistical issues
- Translate internal documents and correspondence when required
- Participate in team and organizational meetings as appropriate
- Share in collegial duties with CR's staff, including a range of tasks necessary for maintaining a self-servicing organization

## **5. PERSON SPECIFICATION**

### **Knowledge**

- Fluent Russian and English (essential)
- Knowledge of administrative and information management systems
- Familiarity with standard Microsoft Office packages (*Word* and *Excel*), databases, email and the internet, preferably in a Macintosh environment
- Knowledge of accounting software (Quickbooks) is desirable but not essential
- Knowledge of and interest in the former Soviet Union, preferably the Caucasus

### **Experience**

- Experience of working in an accounting environment, with spreadsheets and processing invoices and payments
- Experience of handling diverse sources of information and maintaining accessible filing systems
- Experience of working in a pressurised environment (preferably bilingual, but not essential)
- Experience of working with partner organizations in a non-profit environment is desirable but not essential

### **Skills/Attributes**

- Strong administrative and organizational skills including planning, developing, implementing and maintaining administrative systems
- Computing skills, in particular word processing, databases and strong *Excel* spreadsheet skills
- Ability to work as part of a team as well as independently and a sensitivity to working in partnership
- Accuracy and attention to detail, particularly in financial matters and data entry
- Ability to meet deadlines, prioritize tasks and work well under pressure

- Appreciation of issues of confidentiality and cross-cultural and political sensitivities
- Excellent verbal and written communication skills
- Willingness to travel to the Caucasus and work flexible hours around specific events occasionally