

**The Representative of Verein Donau Soja from Austria in Moldova is
looking for
a part-time employee for the position of**

ADMINISTRATION AND FINANCE MANAGER

Background

The Donau Soja Organisation

The Donau Soja Organisation is an independent, international, non-profit, multi-stakeholder organization aiming to effectively meet protein market demand and to provide a baseline for the development of high-quality soya cultivation in the Danube region (www.donausoja.org). The Organization seat is in Vienna (Austria) with regional offices in Novi Sad (Serbia), Kyiv (Ukraine) and Chisinau (Moldova).

Strategic Partnership Programme

At the beginning of 2017, Donau Soja and **Austrian Development Agency (ADA)** started the **Strategic Partnership Programme** in Moldova, Ukraine, Serbia and Bosnia and Herzegovina planned to be implemented until December 2023. This position is connected to the implementation of Strategic Partnership Programme activities.

Representative of Verein Donau Soja from Austria in Moldova is recruiting an **Administration and Finance Manager** to supervise its overall administrative and finance activities. In this position, you will also be responsible for preparing financial and project reports in compliance with ADA rules and guidelines.

Duties/Responsibilities:

- Daily operational execution of all administrative and technical tasks as required by the superior officers and management.
- Preparation of administrative documentation, such as narrative reports, financial reports, admin guidelines and procedures, meeting minutes, protocols, and additional documentation requested by projects, and auditors and in compliance with grant guidelines.
- Handling, classification, and archiving of documents.
- Control function: checking time tracking sheets, driver logbooks, inventory lists, participant lists and activity evidence, procurement documentation, travel documentation and other documents.
- Support in controlling financial statements, reports and documents for cost calculation and processing. Support by preparation of evaluations and audits.
- Supporting the procurement processes for services, equipment and other items incl. formulating the ToRs, organising calls for offers, collecting the bids/offers, and preparing evaluations, decision notes, and contracts/agreements in line with internal and project requirements.
- Arranging travel for colleagues (booking train and air tickets, booking accommodation, collecting required documents).
- Timely organisation of payment and constant communication with the Donau Soja office in Vienna.
- Timely preparation and control of relevant documents for the purposes of bookkeeping and making payments.

- Cooperation with the bookkeeping agency.
- Performs other duties and tasks at the request of management. Keep the MD team informed about upcoming deadlines, thereby ensuring a smooth completion of reporting.
- Supports interpretation and written translations when needed.
- Posting, blog posts, social media, website, newsletters, etc.

Qualifications and Experiences

- Good knowledge of English language is a must. Moldovan (native), knowledge of other languages is welcome.
- Education in Business Administration, Economics, Marketing or related field. Students are encouraged to apply as well.
- Knowledge of financial reporting is required.
- At least 2 years of professional experience in a comparable position.
- Knowledge and experience in EU or bilateral donor project implementation and administration is an advantage.
- Good organisational skills and ability to work on one's own initiative.
- Very good working knowledge of ITC technologies (related software, phone, fax, email, internet) and computer applications (e.g. MS Office- especially Excel).
- Highly responsible and capable of delivering tasks end-to-end.
- Strong organisational and communication skills.

We offer you:

- Contribute to shaping the success of an international not-profit organisation
- Working in an international team (colleagues from seven European countries)
- Working at the interface between the private sector, politics and civil society
- Part-time position with the possibility of full-time employment
- Attractive salary that matches your qualifications and experience.
- Chisinau - central location/ Hibride office

Additional notes

Donau Soja is committed to achieving diversity within its workforce and encourages all qualified applicants, irrespective of gender, nationality, disabilities, sexual orientation, culture, religious and ethnic backgrounds to apply. All applications will be treated in the strictest confidence.

If this challenging position appeals to you and you are interested in working with us, we look forward to receiving your CV, preferably by e-mail with the subject "*Application Administration and Finance Manager*" to Ela Malai malai@donausoja.org by 20.03.2023.