

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 soy cultivation in the Danube region (www.donausoja.org). The Organization seat is in Vienna, Austria, with regional/country offices in Novi Sad, Kiev and Chisinau.

Strategic Partnership Programme

Donau Soja has a long-lasting cooperation with Austrian Development Agency (ADA) within [Strategic Partnership Programme](#). This position will be related to implementation of this Programme.

Donau Soja Regional office Novi Sad is recruiting the

Project administration assistant part-time (20h a week)

We are seeking a highly organised and independent project administration assistant to support multiple team members in their daily tasks and projects. This role requires excellent coordination skills, patience and attention to detail, good English knowledge, team spirit and strong time and priority management abilities.

The position is planned as a part-time role, with a workload of approximately 20 hours per week.

Job Tasks:

1. Participation in operational planning, monitoring, and reporting including collecting, control and storing project data.
2. Development, preparation and control of project-administrative documentation and its storing.
3. Conducting simple procurement processes and procedures independently and supporting complex procurement procedures.
4. Organisation, coordination and scheduling meetings.
5. Travel organisation and preparation of documentation necessary for travel and gatherings administration.
6. Logistics and organisation support for organisation and implementation of events and gatherings.
7. Support for office and company car management/maintenance.
8. Administrative and implementation support for diverse project activities, in accordance with the project needs.

Job requirements:

Education and Experience:

- Bachelor's degree in a relevant field (e.g., administration, project management) or equivalent experience.
- Prior experience in project administration, reporting, and operational planning is an asset.

Skills and Competencies:

- Strong organizational and coordination skills, with the ability to handle multiple tasks and deadlines effectively.
- Great written and verbal communication skills in English.

- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and experience with tools like WordPress and Social Media platforms is an advantage.
- Attention to detail and accuracy in editing, formatting, and data management.
- Familiarity with procurement processes and procedures.
- Responsibility in assistance with travel arrangements, event logistics, meeting scheduling/mailings and office management tasks/ company car maintenance.
- Driving licence

Personal Attributes:

- Independence in work, with the ability to take initiative and problem-solve.
- Team-oriented mindset with a willingness to collaborate and support colleagues.
- Strong time management skills and the ability to prioritize tasks effectively.
- Patience and adaptability in dynamic and international work environment.
- Interest in sustainable development and topics related to Donau Soja mission and vision.

We are looking forward to receiving your application under regionalcenter@donausoja.org **by February 10th, 2025.**

Workforce diversity

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.