

Administrative Assistant

Do you have experience in project administration and logistics management? Are you interested in using your skills to improve international aid and development?

Publish What You Fund is the global campaign for aid and development transparency. We are an independent NGO combining robust research and technical expertise with targeted advocacy in order to make aid and development efforts more transparent and effective.

We are recruiting an Administrative Assistant as part of a team to support an exciting new project aimed at increasing the transparency of Development Finance Institutions (DFIs). We will examine the use of public money by DFIs to meet global development goals, including the Sustainable Development Goals. As more and more development aid is delivered through private institutions, we will utilize an evidence-based approach to advocate for greater transparency and accountability of DFIs, key drivers of private sector development projects.

As the Administrative Assistant, you will be part of a small but high impact team, with the opportunity to contribute to discussions across a range of work and support wider organisational learning. You will manage all logistical aspects for the project, including grant administration, event planning, flight and hotel bookings, expense claims and stakeholder communications. We are seeking an individual with strong organisational skills and an ability to manage multiple work streams and events.

This role reports directly to the overall project manager. It is a full time position (£24,000 per annum), based in London and is only open to candidates who have the right to live and work in the United Kingdom.

Key duties

- Events management:
 - Finding and booking venues for high profile international conferences.
 - Liaising with event participants and suppliers.
 - Drafting and sending out invitations to participants.
 - Booking flights and hotels for colleagues and external stakeholders.
 - Preparing participation lists and agendas for events/meetings.
- Project administration:
 - Setting up administrative processes for the project
 - Monitoring expenditure of the budget and providing spending reports.
 - Tracking project deliverables and milestones.
 - Ensure project is meeting donor requirements and standards.

- Ad hoc research support:
 - Support Research Assistant and Advocacy Manager to deliver high quality research output.
 - Contribute to the learning and analysis phase of the research.

Essential skills and experience

- Experience of organising international events
- Strong communicator, with the ability to liaise with a diverse range of stakeholders.
- Project administration skills
- Ability to work under pressure and meet tight deadlines.
- Experience in multi-tasking and managing a range of work streams.
- Organisational skills and attention to detail.

Desirable skills and experience

- Interest in international development, sustainable finance, economics or a similar field.
- Experience in budget management.

How to apply

The deadline for applications is 17 December 2019. Please send your CV and covering letter (maximum two pages) to: recruitment@publishwhatyoufund.org.

We expect to hold interviews on Friday 20th and Monday 23rd December 2019.