

Job Description



Job Title:	Programme Assistant		
Cluster:	Membership & Networks		
Salary:	USD 20411.96 Per Annum (Excluding benefits)	Contract Type:	12 months (with the possibility of an extension) subject to satisfactory performance and funding availability.
Location:	Global-Remote		
Reports to:	Networks Coordinator		
Direct Reports:	None		
Job Role			
Role Overview:	<p>The Programme Assistant will provide administrative support across CIVICUS initiatives, including the EU-funded project 'Strengthening the CIVICUS Alliance.' Located in the Membership & Networks cluster, this role will ensure the smooth and efficient running of key project activities by managing documentation, supporting communication between clusters, handling logistical tasks, technical and operational support and coordinating both virtual and in-person events.</p> <p>The assistant will also support membership administration and the management of the membership inbox.</p>		
Areas of Responsibilities	Key Activities		
Administrative Support	<ul style="list-style-type: none">• Provide general administrative assistance to networks and membership engagement leads, including scheduling meetings, preparing agendas, taking minutes and follow up actions.• Manage and maintain project documentation, such as contracts, reports, and correspondence, ensuring everything is up-to-date and easily accessible.• Organise and track timelines, ensuring deliverables and milestones are met for all assigned activities.• Support management of the membership inbox• Support the Membership Engagement Officer in reviewing membership application data and documentation and to track and follow up with members on outstanding documentation• Support other Network coordinators with invoicing, payments and project coordination.		

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Logistics and Operations	<ul style="list-style-type: none"> • Support logistics planning, including venue selection, travel arrangements, accommodations, and visa processes for participants. • Ensure all operational processes, including registration systems and attendee management, are executed smoothly. • Manage all event-related risk assessments and ensure health, safety, and security protocols are followed, particularly for large-scale in-person events.
Project Coordination and Logistics:	<ul style="list-style-type: none"> • Coordinate meeting logistics including securing venues, travel and accommodation arrangements, and visa support for participants, as needed. • Work closely with internal teams and external vendors to ensure the successful delivery of project components, including on-site event coordination when required. • Support event logistics, ensuring consistency and quality. • Ensure that all systems, such as registration platforms and contact lists, are well-maintained and accessible to relevant teams.
Communication and Stakeholder Engagement:	<ul style="list-style-type: none"> • Serve as the point of contact for project activity-related inquiries, routing questions to the appropriate team members or stakeholders. • Support the drafting and distribution of internal and external communications, including updates, newsletters, and event announcements. • Ensure regular communication with project partners, donors, and external stakeholders, helping to keep all parties informed of progress and developments.
Financial and grant Administration:	<ul style="list-style-type: none"> • Assist with project budget tracking and monitoring expenditures, ensuring compliance with CIVICUS' financial guidelines and project-specific funding requirements. • Work with the finance team to process payments, track invoices, and ensure that vendors and contractors are paid in a timely manner. • Support the preparation of financial reports for funders ensuring accuracy and compliance with donor requirements.
Evaluation and Reporting	<ul style="list-style-type: none"> • Maintain and update project monitoring tools (e.g., spreadsheets, calendars) to track progress on deliverables and objectives. • Assist with the preparation of monitoring and evaluation (M&E) reports, collecting data from relevant team members and partners. • Support the development of donor and stakeholder reports, ensuring they are delivered on time and contain accurate and up-to-date information.

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	<ul style="list-style-type: none"> • Assist in documenting lessons learned from project implementation and support knowledge-sharing efforts across CIVICUS teams. • Support the coordination of bi-weekly MEL (Monitoring, Evaluation, and Learning) meetings for the EC project, as well as other relevant meetings involving network partners and members.
Other	<ul style="list-style-type: none"> • The role-holder will from time to time be required to carry out any other duties that are within the scope of the job. • All staff will demonstrate CIVICUS values and principles in all their professional relationships and any interactions that may reflect on CIVICUS
Person Specification	
Education, Language & Qualifications	<ul style="list-style-type: none"> • A bachelor's degree and related experience in project management, international relations, administration, or a related field • Fluency in English is essential. Proficiency in additional languages (e.g., Spanish, French, or Portuguese) is an advantage.
Essential Knowledge, skills and Experience	<ul style="list-style-type: none"> • At least one year of experience in project administration or support roles, preferably within a non-profit or international development context. • Experience coordinating logistics for both virtual and in-person events, including familiarity with online meeting platforms such as Zoom, Microsoft Teams, or similar tools. • Strong organizational skills with the ability to manage multiple tasks and track project progress effectively. • Familiarity with budget management and financial reporting processes. • Strong written and verbal communication skills, with the ability to engage effectively with a variety of stakeholders. • Proficiency in project management software (e.g., Asana, Trello, MS Project) and basic office tools (e.g., MS Office, Google Suite). • Ability to work independently and as part of a multicultural and dispersed team, with a proactive and solution-oriented approach. • Commitment to CIVICUS's mission and values
Desirable Knowledge, skills and Experience	<ul style="list-style-type: none"> • Experience working in an international context, with an understanding of global civil society dynamics. • Proficiency in an additional language (e.g., Spanish, French, or Arabic) is highly desirable given CIVICUS' global scope.