

## Job Description

### Ukrainian Project Administrator – Part-time (15 hours); Temporary 12 month Fixed term

<b>Title:</b>	Project Administrator – SICAP Ukrainian Refugee Project
<b>Reports To:</b>	Project Coordinator, NTDC Senior Management team
<b>Funder:</b>	This position is 100% funded by the SICAP Ukrainian Targeted Budget 2022.
<b>Salary:</b>	Point 1 on Admin Scale €24,397 (this will be prorated from a 37 hour week)

### Overall Purpose of the Role:

To support the delivery of the SICAP Ukrainian Refugee project.

### Specific Responsibilities:

- Provide administrative support in the roll out of the project within targeted geographic areas
- Liaise with key staff within project partners organisations to build database of participants engaged
- Work with Ukrainian Project worker in developing a database of tutors and mentors to support delivery of the project
- Set up and circulate details for training, workshops and mentoring sessions etc as required
- Record-keeping of programme data, e.g., attendance data, referral forms, registration details for individuals, families, etc
- Process and file budget spends and monitor budget spends with Project worker and management
- File maintenance of all programme documentation
- Collect monthly progress reports
- Log tutor and mentor hours worked, payments and reporting same to Line Manager
- Support project staff in the data entry from baseline analysis.
- Support Line Manager to prepare relevant documentation for submission as per funding agreement
- Reporting / feedback to Line Manager on issues relating to the programme delivery
- Preparation of agenda and related documents for project implementation meetings
- Sharing of information as required by Line manager

**Person Specification - Essential criteria:**

**Knowledge**

- ✓ Excellent knowledge of all Microsoft Office 365 applications, particularly Word and Excel
- ✓ Qualification at QQI Level 6 or higher in project management or business administration or similar
- ✓ Fluent in English and Ukrainian

**Experience**

- ✓ Experience of working with a wide range of people
- ✓ Minimum 1 years' experience of working in an administration or project support role
- ✓ Proven experience of working to deadlines

**Skills**

- ✓ Capable of recording and retrieving information in a timely fashion
- ✓ Ability to communicate clearly and sensitively, both verbally and in writing

**Attributes**

- ✓ Excellent time-keeping
- ✓ Flexible
- ✓ Excellent attention to detail
- ✓ Self motivated and able to work on own initiative

**Contract Duration**

An initial 12-month contract will be offered which may be extended depending on funding and need. The position is for 15 hours per week and salary is at Pt 1 on our Admin scale € 24,397; this will be prorated from a 37 hr week.

Flexibility will be required, and the successful applicant will from time to time be required to work additional time or time outside of normal working hours. This time can be taken against time off in lieu of hours worked. The successful candidate is required to serve a probationary period. Short-listing of candidates may apply. A panel may be formed from which future positions may be filled.

**Application Process**

Applications will only be accepted on the attached Application Form.

CVs and cover letters will not be accepted.

Please email applications with the subject title Ukrainian Admin position to mgordon@ntdc.ie on or before Friday 5th August. Shortlisting will apply.

Reference checks apply to this post. NTDC is an equal opportunities employer.