

Resource Person

One World platform for Southeast Europe is seeking for a **Resource Person** responsible for assisting with global project on violence against women through ICT and regional conference that takes place in December 2014. Resource person will be reporting and collaborating with the Project Manager to ensure effective and timely execution of tasks.

Person specification:

- Excellent knowledge and use of English language
- Excellent use of Microsoft Office package and Internet
- Excellent organization, planning and problem-solving skills
- Strong team player with ability to work diverse team;
- Ability to work independently
- University degree (communications, public relations, management or related fields) is a plus, but not necessary

Tasks:

- Assistance and execution of different phases of the project and ensuring on-time completion
- Working closely with the Communications Manager to develop the communication materials
- Ensure project-related tasks are scheduled and executed in a timely manner and update the Project Manager on critical progress of the plan;
- Under the supervision of the Program Manager, administer the budget on a day to day basis;
- Ensure arrival, departure and everyday logistics and an overall positive experience for all participants;
- Contact and coordinate with service providers to ensure the effective operation of events;
- Collect data, keep records up to date and draft report to the Project Manager;
- Other tasks as requested by the Project Manager

Candidates should send an e-mail with the following documents in English language:

- CV
- Cover letter explaining why you think you are qualified

to **info@oneworldsee.org**

The location for the job position is Sarajevo, Bosnia and Herzegovina. The contract for this job is temporary (lasts 2 months). Deadline for applying is 30th September 2014. Only short-listed applicants will be contacted.