

CALL FOR APPLICATIONS

Assistant to Financial Manager

Part time: 50%

Period: April 2010-September 2012

Responsibilities:

- Shared responsibility for successful financial administration of a multi-country (Poland, the Czech Republic, Slovakia, Hungary and the United Kingdom) multi-year project (dealing with fundraising for development/humanitarian issues)
- Support for financial management and related administrative tasks and flow of project accounting documents, paper work related to implementation of activities taking place in all partner countries (PL, CZ, SK, HU, UK)
- Communication and coordination with all Country Coordinators and their Financial Assistants in partner countries
- Close communication and cooperation with and direct reporting to a Financial Project Manager
- Translation of financial parts of reporting to English for the European Commission in Brussels

Requirements:

- Very good knowledge of English (written and oral)
- Previous experience with financial administration of project/program and/or accounting (preferably of EU funded projects)
- Proficient use of MS Excel
- Ability to work in teams and international/multicultural environment
- Preparedness to deal with administrative tasks of a EU-funded project
- Ability to learn
- Attention to detail and responsibility
- Goal-oriented and task-solving focused

DEADLINE AND CONTACT

Applicants for the position are invited to submit his/her CV, letter of intent with clearly expressed motivation and qualification including e-mail address:

- By e-mail on: eduard@panet.sk and pdcs@pdcs.sk
- Or by regular mail on: PDCS, o.z., Štúrova 13, Bratislava, 811 02

by 7 March, 2010.

Successful applicants will be notified by 15 March, 2010 and invited for a personal interview for further evaluation.

OVERVIEW OF THE PROJECT

<i>Strengthening fundraising capacities of NGOs in Central Europe</i>	
Objectives of the action	<p><i>Overall objective(s)</i></p> <p>To build cooperation and facilitate exchange of experience among NGOs, platforms and fundraisers in Central Europe, to contribute to their mutual learning and strengthening of fundraising capacities to mobilise financial support from private resources for development and humanitarian causes.</p> <p><i>Specific objectives</i></p> <ol style="list-style-type: none"> 1) To network development practitioners and fundraisers in CE, to share knowledge and values, and to embody them in Transparency Guidelines; 2) To collect best practices in raising private funds for development and humanitarian causes in CE and to disseminate them across the region; 3) To strengthen fundraising capacity for development in SK,CZ,HU,PL; 4) To initiate dialogue among the Central European NGO fundraising practitioners and professionals, European NGO network members (CONCORD), representatives of national authorities in the region and the Community institutions on best practices in mobilizing finances from diverse resources for EU and national development policies.
Partners	<p>Partners Poland Foundation, Poland</p> <p>Foundation for Development of Democratic Rights, Hungary</p> <p>People In Need, Czech Republic</p> <p>Resource Alliance, United Kingdom</p>
Associates	<p>Polish Fundraising Association, Poland</p> <p>Czech Fundraising Center, Czech Republic</p>
Other stakeholders	<p>NGOs dealing with development/humanitarian causes, national NGO platforms, fundraisers mobilizing private funds, national Ministries of Foreign Affairs/aid agencies, representatives of Community institutions</p>
Estimated results	<p>Network of empowered development practitioners and fundraisers in CE; Comprehensive Publication; Transparency Guidelines for fundraising for development/humanitarian issues; Development/humanitarian practitioners with strengthened knowledge and empowered fundraising skills; Fundraising/campaigning plans for NGOs and causes; National NGO platforms strengthened in their capacity to coordinate and develop campaigning/fundraising; National&Community institutions dealing with development/humanitarian aid informed about fundraising best practices and Transparency Guidelines; Project website</p>
Main activities	<p>Topical working groups; Fact-finding trips; Study visits; Regional training set; National activities; International conference</p>
Duration	<p>30 months</p>
<p>PDCS as a Project Leader is responsible for international coordination and implementation of this multi-country multi-year project and will also manage national activities of the project in Slovakia. PDCS will nominate local experts, work with target groups and hire participants from Slovakia, provide organisational and logistical support and necessary support so that the project's implementation is successful. As a Project Leader it is fully and directly responsible to the European Commission in Brussels for implementation not only in Slovakia, but also in all partner countries.</p>	