

Call for Programmes Officer

aditus foundation is an independent, voluntary and non-profit organisation established with a mission to **monitor, act** and **report** on access to fundamental human rights. Our work includes advocacy, research, capacity building and provision of legal aid.

Thanks to available funding from a number of specific projects, we are seeking to expand our current team by recruiting a **Programmes Officer**. The position is for part-time employment (20 hours per week) starting as soon as possible, and is being made available until mid-2020 with the possibility of this being extended should funding be secured. A remuneration package will be offered in accordance with the selected candidate's level of experience and expertise.

The **Programmes Officer** will be a full and active member of our team, answering to the Director and responsible for the following activities:

- Financial administration:
 - formulation of project and organisation budgets;
 - coordinating reporting requirements;
 - day-to-day financial management
- Administrative and programming duties relating to a number of specific projects, particularly those financing the position;
- Office management;
- Payroll duties for team members;
- Logistics relating to various projects, and overall organisation events and activities;
- General administrative support.

Prospective candidates should:

- Be in possession of a University degree, or other qualification or degree, relevant to organisational administration and/or financial management;
- Minimum 3 years' experience working in an organisational environment performing similar or related tasks;
- Experience in project management and/or administration, particularly projects funded by the European Union or other funding entities;
- Have excellent IT and communication skills;
- Be extremely well-organised and able to create internal systems for the administrative coordination of team members;
- Work well within a team environment, and under pressure;
- Be flexible and willing to work outside of office hours when necessary;
- Understand and agree with the organisations' guiding principles.

Fluent written and spoken English is an asset. Knowledge of, or experience with, Shireburn software is an advantage.

aditus foundation is committed to diversity in its staffing. All other factors being equal we will give preference to the candidate from a minority group.

If you're interested please send your CV and motivation letter by not later than **31 January** to our Director neilfalzon@aditus.org.mt.