

Vacant position: Full-time Project Assistant at SILC Vilnius Office (Lithuania), Belarus Programme

Commence: as soon as possible

Contract duration: until 31 December 2020, with possibility of extension

About SILC: Silc is a liberal foundation that works with democracy assistance and human rights. We collaborate with Liberal parties in developing countries that work for democratic reforms. We also cooperate with civil society organizations that promote freedom of organization and free elections. Silc Vilnius Office runs and implements multi-party Belarus programme. Silc currently has eight employees, distributed at the head office in Stockholm and a field office in Vilnius.

About the position: The Project Assistant will join the team of SILC Vilnius Office (Lithuania) and will have responsibilities within day-to-day office work in assisting project implementation within spheres of **election observation, policy development, gender mainstreaming and local youth initiatives** including monitoring and evaluation, collaboration and communication, strategic design and development, reporting, budgeting, research conducting, liaison with partners and service providers etc. The Project Assistant will report to the Programme Officer and the Head of Office.

Duties and Responsibilities

- Assistance in project planning, management, coordination, events organisation, implementation, reporting (narrative and financial) associated with running projects and activities
- Liaising with partners from civil society and political parties
- Translation (written and/or oral) of project materials as required

General Requirements

- Acquired university degree preferably (but not limited to) political or social sciences
- Fluency in Russian and English (oral and writing skills) is a prerequisite. Lithuanian is desirable but not a requirement
- Possession of all needed permissions to work and live in the Republic of Lithuania

Experience and Knowledge

- Proven documented experience in project assistance in election observation, civic education, democracy assistance and human rights, citizen participation and political field strongly preferred
- Experience in events/trainings/seminars implementation, assistance, management and coordination
- Understanding the working nature in a highly political environment
- Knowledge and interest in development trends of civil and political society in Eastern Partnership Countries
- Interest in civic participation, government accountability, politics, policy development, NGO and CSO work and advocacy activities

Skills and Abilities

- Good oral and written communication skills
- Ability to define problems, identify opportunities, collect data, establish facts and draw valid conclusions
- Capacity to work both independently and as a member of a team
- Advanced use of Microsoft Office and other creative design applications
- Excellent organizational and planning skills, attention to detail, ability to prioritize and manage multiple tasks simultaneously and meet deadlines
- Excellent interpersonal skills and cultural sensitivity to effectively interact with all levels of staff, partners and programme stakeholders
- Ability to apply discretion and maintain confidential information

Attitude

- Positive attitude and tolerance
- Pro-active nature and willingness to learn
- Shared values with SILC with regards to liberal democracy and human rights

We offer

- International, friendly, positive, cooperative and goal oriented colleagues; flexible working nature; interesting and meaningful projects; space for creativity and initiatives; competitive salary and six weeks of paid annual holidays

Qualified candidates should submit a CV, motivation letter, names and full contact information of two references (all in English) to SILC Vilnius Head of Office at indre.andrejeve@silc.se stating "Project Assistant" in the subject line.

For questions about the position you may inquire at +370 613 96061

Application should be submitted not later than 9 June 2019