

**Vacant position: Full-time Vilnius-based Project Assistant/Junior Programme Officer at SILC Vilnius Office (Lithuania)**

**Commence: as soon as possible**

**Contract duration: 2 year with possibility of extension**

We are looking for a highly motivated, willing to learn, creative candidate to fill the position of a Project Assistant/Junior project officer who will have day-to-day responsibilities with the office work in spheres of **NGO, youth initiatives, non-formal education, democracy and human rights**. The new SILC Vilnius team member should be interested in trends of civil and political society of Eastern Partnership countries, specifically in Belarus, and share values of SILC with regards to liberal democracy and human rights. We are looking for a team member who will not be deterred by the recent developments in Belarus and would like to support the prodemocratic partnership with Belarusian democrats. This is a position for a tolerant, pro-active, positive and creative person who is willing to learn and is open for professional advice, new experience and information. This is a position for a self-driven and determined professional who knows the specifics of NGO's work and the role the NGOs play in civil society, advocacy and policymaking. We are looking for the responsible person who is comfortable working independently and in close cooperation with other team members while exchanging knowledge, insights, working on other tasks. We place great importance on personal characteristics, interpersonal skills and cultural sensitivity.

#### **About SILC**

Swedish International Liberal Centre (SILC) is a non-profit liberal foundation based in Stockholm (Sweden) that assists democracy development in various countries from Northern Africa to Latin America, from Eastern Neighbourhood to Caucasus Region. The goal of SILC programmes is to strengthen organisations and support individuals who are engaged in promotion of democracy and human rights. SILC Vilnius Office is entrusted to promote pro-democratic civic and political cooperation, policy development, free and fair elections, regional youth strengthening and women's empowerment in Belarus.

#### **Duties and Responsibilities**

- Assistance and partial lead in project planning, management, coordination, reporting (narrative and financial) associated with running projects and activities
- Assistance and lead in project activities and events both in Lithuania and outside
- Liaising with partners from civil society and political parties, service providers etc.
- Translation (written and/or oral) of project materials as required
- Using discretion and maintaining confidential information
- Reporting to the Programme Officer and the SILC Vilnius Head of Office
- Administrative support for office needs

#### **Experience, Knowledge and Skills**

- Acquired university degree preferably (but not limited to) political or social sciences
- Proven documented experience in NGO, youth, education work, 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
- Ability to define problems, identify opportunities, collect and systemize data, establish facts and draw valid conclusions, generate and propose ideas and unique solutions
- Excellent organizational and planning skills, attention to detail, ability to prioritize and manage multiple tasks simultaneously and meet deadlines
- Understanding the working nature in a highly political environment

#### **Languages and Technical Competences**

- Fluency in Russian and English (oral and writing skills) is a prerequisite. Fluency in Lithuanian would be an asset
- Good oral and written communication skills
- Advanced use of Microsoft Office and other creative design applications
- Possession of all needed permissions to work and live in the Republic of Lithuania

#### **We Offer**

- Negotiable gross salary range from 1350 to 1450 Euro, depending on applicants' qualification and skills
- International, friendly, positive, cooperative and goal oriented colleagues; flexible working nature; interesting and meaningful projects; space for creativity and initiatives; six weeks of paid annual holidays; health incentives; annual performance and contract review.

**Qualified candidates should submit an English CV, motivation letter (one page max), names and full contact information of two references to SILC Vilnius Head of Office at [indre.andrejeve@silc.se](mailto:indre.andrejeve@silc.se) stating "Project Assistant/Junior programme officer" in the subject line. For questions about position you may inquire at +370 613 96061**

**Application should be submitted not later than 13 October 2020**

**Only candidates selected for the interview will be contacted**

*SILC is an Equal Opportunity Employer and does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, marital status or any other characteristic protected by law*