



PAU COSTA FOUNDATION

is now seeking an (1) ADMINISTRATIVE / PROJECT ASSISTANT

Pau Costa Foundation (PCF) is a non-profit international organization advocating a profound change in the perception of landscape fire by the society, divulging the knowledge on fire ecology, facilitating fire management at landscape level and bridging the gap between research, practitioners and society.

It also aims to serve as information coordination platform and contact point to exchange and transfer knowledge in the field of fire ecology research and operational fire management

The PCF is seeking an (1) Administrative / Project Assistant to reinforce its team, undertake the Administrative and Financial tasks and support the General Director.

All candidates will be assessed in relation to the items that are given below.

Tasks and responsibilities:

The Administrative and Project Assistant will provide support in administrative tasks, in particular:

- Budgeting and follow up
- Assist in travel arrangements and claims
- Processing invoices
- Maintenance of PCF mailing lists and PCF membership database
- National and international project administration (project proposals, financial issues, reporting, communication with partners) and financial definition of proposals
- Knowledge on bookkeeping:
 - record the day-to-day financial transactions
 - trial balance
 - income statement
 - balance sheet
- Support to capacity building activities
- Organise PCF internal meetings



- To support: the financial development of current projects being developed, new projects requirements and new tasks and the communication area
- Any other required by the management of the Foundation to support the executive team and General Director

Minimum requirements of the candidate:

- Proven record in administrative and financial management (EC/EU funded projects)
- Minimum of 1 years working experience in general administration, and financial project administration
- A suitable background education related to the Tasks and Responsibilities
- Excellent command of MS Office software, good computing skills and a willingness to learn specific IT-solutions (e.g. accounting program) used at PCF
- Service attitude, flexibility and capability to work under pressure in a multinational working environment.
- Experience and/or knowledge in PCF key areas
- Fluency in spoken and written English and Spanish, knowledge of any other European languages is an asset

Other requirements to consider:

- Being a PCF Member - it will be positively considered as a merit
- Experience in promotion of the EU & international funding calls, proposal preparation and/or project management in R+D+I
- Proficiency in English and knowledge of other European languages is an asset
- Drive license
- Project management training (courses, workshops, seminars and others)
- Willingness and proactive attitude, work team capacity, good communicative and organizing skills, and working in a autonomous way
- Ability to adapt to changes and dynamism required by the projects



Employment conditions:

- Indicative duration of the position: The initial duration of employment will be 6 months (full-time employment) with a possibility of extension to an indefinite contract (ongoing contract)
- Employment will start at the beginning of March 2017 or as soon as a suitable candidate is selected
- Partially Home based and partially PCF Headquarters (Taradell, Spain)

The employer will be PCF staff member.

Pau Costa Foundation offers an inspiring work environment, dynamic, multicultural and international as well as multiple opportunities for professional growth and learning new skills.

Pau Costa Foundation is an organization that promotes equal opportunities and encourages the presentation of candidates.

All applications will be treated confidentially. Pau Costa Foundation reserves the right to select the appropriate persons for this vacancy.

Please, send your application with the Curriculum Vitae to info@paucostafoundation.org (subject 'Offer 2017/01') before 24th February 2017.

Note: 24th February is just a reference deadline. If applicable, a suitable candidate may be collected before this deadline.