



Position: Program Assistant

Name of Organization: OxYGen Foundation for Protection of Youth and Women Rights

OxYGen is an independent advocacy and development foundation driven by its vision of an Armenia free of poverty and suffering, in which women and men can exercise their rights and influence decisions that impact on their lives.

Through its projects, OxYGen brings positive change to the lives of poor people, inspiring women and youth as change agents, and strives to achieve sustainable impact in democratization and development of the country.

Duration: 1 Year with possible extension

Reporting line: The Program Assistant will report directly to Program Manager

KEY RESPONSIBILITIES

The PA will be responsible for supporting the implementation of OxYGen Foundation's program activities under the Accountable Governance portfolio.

Under supervision of the Program manager, PA will be responsible for information flow, supporting projects activity coordination, data collection for monitoring, communication with stakeholders, practical arrangements, administrative matters, and other tasks required by the project. PA will closely work with OxYGen Foundation's relevant staff members to ensure the accomplishment of mentioned duties.

Program planning

- Support development of the detailed implementation plan of the project
- Support planning the communication related activities within the project the communication team.
- Support procurement and budget planning
- Support logistic planning
- Support in planning beneficiary and stake-holders engagement processes

Execution

- Contribute to the execution of project activities of the OxYGen Foundation's projects under the Accountable Governance portfolio
- Support in communication between activity stakeholders, e.g. participants, service providers, project partners, e.g. through minutes, reports, summaries wherever necessary
- With the support of Programs Manager assure activity budgets are within the project budget

- Assure proper filing and information flow
- Support in ensuring high level of participation by all activity stakeholders in the planning and execution process wherever necessary
- Provide information and consulting to project beneficiaries whenever necessary
- In cooperation with project partners and Program Manager ensure reaching projects' targets
- Conduct any other tasks required for successful implementation of projects' activities.

Monitoring and reporting

- Gather data required for monitoring of project implementation
- Gather and maintain project documentation in organized manner
- Monitor service provision contracts for timely implementation on all sides where necessary
- Support developing of narrative progress reports to PM
- Support Program Manager in other relevant tasks.

SKILLS AND COMPETENCE

Essential Skills

- Experience of working with multi-stakeholder projects
- Experience linking to and/or building technical networks
- Bachelor's Degree in Social Sciences with proven experience of working in programmes on accountable governance
- Good community mobilisation skills and experience of participatory analysis and planning
- Good communication skills (both verbal and written)
- Ability to prioritise own workload, to work independently and to meet deadlines
- Advanced proficiency in Armenian and English
- Good understanding of gender equality
- Good understanding of governance

Desirable Skills

- Experience in action-oriented learning and different learning methodologies
- Ability in advocacy/lobbying to influence change at national level

Attitude

- Open-mindedness
- Flexibility
- Eagerness to learn and grow professionally and personally
- Initiative taking and high level of responsibility

Application procedure

Applications can be submitted by e-mail: recruitments@oxygenfund.am

The deadline for application (including CV and a Cover letter) submission is **31 March 2023**.