

# **EDF Project Admin and Reporting Officer (Ukraine programme)**

EDF is recruiting an **Admin and Reporting Officer**, to work on our Ukraine programme.

We are seeking a committed team member for our secretariat based in Brussels, for a project running until December 2024. The position is full-time.

The Admin and Reporting officer is responsible for the administration and reporting of EDF activities within the project, including monitoring, reporting and administration, as needed, to EDF members in Ukraine.

## Overview

As a Project Admin and Reporting Officer, you will play a vital role in supporting the efficient administration and reporting of project activities. You will work closely with the Project Coordinator to ensure accurate and timely documentation, data management, and reporting. Your attention to detail, organizational skills, and ability to manage multiple tasks will contribute to the overall success of the project.

## Tasks

1. Administrative support:
* Assist in organising project meetings, workshops, and events, including logistics, invitations, and materials preparation.
* Maintain project documentation, including contracts, agreements, and correspondence.
* Coordinate travel arrangements, visas, and accommodation for project staff and visitors.
* Manage project files and ensure proper filing and archiving systems are in place.
* Support procurement processes, including drafting requests for quotations and purchase orders.
* Assist in tracking project expenses, managing invoices, and preparing financial reports.
1. Reporting and documentation:
* Collect and compile project data, including progress reports, work plans, and activity schedules.
* Prepare and format project reports, ensuring accuracy, consistency, and adherence to established formats and guidelines.
* Assist in data analysis and visualisation to support project reporting and decision-making processes.
* Maintain project files, ensuring data integrity and confidentiality.
1. Monitoring and evaluation support:
* Collaborate with EDF members to collect and manage project data for monitoring purposes.
* Contribute to the development and implementation of data collection tools and methodologies.
* Assist in analysing and interpreting project data, identifying trends, and preparing reports.
* Contribute to project evaluations and assessments, supporting data collection and analysis efforts.
1. Communication and Coordination:
* Facilitate communication and coordination among project team members, ensuring timely information sharing.
* Assist in organising and documenting project meetings, including preparing agendas, minutes, and action points.
* Liaise with project stakeholders, donor and partners, providing necessary information and support as required.
* Maintain project contact lists and directories.
* Support the Project Coordinator and the Ukraine team in other activities which will be required during the implementation of the project.
* Engage in all activities relevant for EDF administrative team.