Program Assistant for the Global Initiative on Fiscal Transparency (GIFT) Network

We are seeking an energetic and highly organized Program Assistant to provide administrative and logistical support to the Global Initiative on Fiscal Transparency (GIFT) Network (www.fiscaltransparency.net). GIFT is an international, multi-stakeholder network that brings together governments, donors, international financial institutions, civil society organizations, and others to set and promote shared global standards for how governments make budget information publicly available, engage citizens, and ensure strong oversight. GIFT is hosted at the Washington D.C. offices of the International Budget Partnership (IBP).

This Program Assistant will work closely with the GIFT Network Director and the IBP Director for International Advocacy. The Program Assistant will concurrently be part of the IBP Administrative Team and will report to the IBP Director of Operations.

This is a new position and the successful candidate will have the opportunity to contribute to working toward greater acceptance of and support for fiscal transparency, accountability, and participation by key stakeholders of the international policy community.

Essential duties include:

- Undertakes and ensures all general administrative and logistical support for all work of the GIFT Network.
- Working closely with the GIFT Network Director, other members of the GIFT Coordination Team, and IBP staff, supports the preparation of the GIFT Program budget and tracks the actual spend down of the approved budgets of all relevant cost centers.
- Assists in the preparation of reports to the GIFT Stewards Committee, GIFT Network, and donors and other contributors to the GIFT Network.
- Leads in taking minutes at all meetings of the GIFT network, especially those that involve network agreements and reminds appropriate members of the GIFT Coordination Team of any follow up actions that need to be completed.
- Assists in managing and supervising deliverables of different independent contractors to the GIFT Network.
- May be asked to assist in managing the GIFT Network research portfolio, including providing comments and feedback on proposed research frameworks for proposed research projects to be supported by the GIFT Network, completed specialized reviews of literature relevant to the various research projects of GIFT, and providing comments on research submissions.
- Leads in securing the requisite approvals for cost ceilings that the GIFT Stewards Committee have to approve in advance.
Other responsibilities:

- Participates in IBP Administrative team meetings and International Advocacy team meetings, as well as in IBP all-staff retreats, as may be required.
- Supports other IBP Administrative team colleagues when necessary, particularly in respect of the administrative and logistical support to GIFT events and activities.
- Implements and complies with all administrative and financial policies and procedures, and all other office protocols, policies and procedures.

The successful applicant will have the following:

Education and experience:

- Associate degree in Office Administration/Management and Practice, minimum; bachelor degree in Office Administration/Management and Practice, preferred.
- At least 4 to 6 years of experience in providing and coordinating executive level administrative and logistical support.
- Experience working with civil society organizations, desirable.
- Experience working with governments, preferred.

Skills and requirements:

- Strong verbal and written communications skills; able to write program updates and reports according to the formats employed by the GIFT Network.
- Strong skills in identifying potential problems and generating contingency plans.
- Strong interpersonal skills and the ability to thrive in and contribute to a culture of collaboration and teamwork in a diverse work environment.
- High-level attention to detail, accuracy, quality, and timeliness.
- Demonstrates very high level of organization; a strong ability to prioritize tasks to meet multiple deadlines.
- Ability to work independently with minimal supervision.
- Proficiency in Microsoft Office package required; proficiency with other CRM software applications, Salesforce in particular, desirable.
- Proficiency in Spanish and/or French, desirable.

Attributes:

- Personal qualities of integrity, credibility, and a commitment to and passion for IBP’s mission.
- Highly flexible and adaptable.
- Motivated to learn and willing to contribute to learning initiatives (including process improvements that delivery increased effectiveness and efficiency).
- Professional and reassuring in communication style with colleagues, partners, and vendors and other service providers.

Physical demands:

Duties are generally carried out in a normal business office environment – i.e., working while sitting at a desk, at a computer, for extended periods of time. The
Position supports occasional event or publications preparations which may require lifting of moving of items that weigh up to 30 lbs. International travel is required.

**Permission to live and work in the U.S.:**

The successful applicant will be based in the offices of the IBP in Washington D.C. All applicants must already possess valid permissions to live and work in the U.S.

**Salary:**

Commensurate with experience; excellent benefits, including two health and dental insurance options, life and long-term disability insurance, retirement, flexible spending accounts and generous vacation, sick leave, and holiday schedules.

**To apply:**

Send a resume by 10 December 2014 and cover letter via e-mail to applications@internationalbudget.org. Please put “GIFT Program Assistant” in the subject area. **PLEASE, NO PHONE CALLS.**

**The Center is an Equal Opportunity Employer.**