

World Vision Romania Foundation
Rotasului Street no. 7, sect 1
Bucharest

Recruitment Announcement

Position: National Director and Board Assistant

Location: National Office, Bucharest

Norm: 8 hours / day, fixed term

Major responsibilities:

- To assist the National Director with administrative and organizational tasks related to his work/role;
- To provide coordination in organizing the Senior Management Team meetings;
- To assist the Senior Management Team members with administrative and organizational tasks, related to the Senior Management Team meetings;
- To liaise, on behalf of Senior Management Team members, with WVI for all meetings and visitors related to the Senior Management Team activity;
- Provide coordination in organizing the Board meetings and other related field visits;
- To assist the Board members with organizational and administrative tasks, related to the Board meetings;
- Manage the Board budget;
- Assist with organizational and administrative tasks related to National Office Events;
- Attend and participate in weekly devotional meetings.

Studies, knowledge, abilities, skills

- Must have a university degree;
- Good organizational skills;
- Ability to track and solve complex and multiple tasks simultaneously;
- Must have ability to work under pressure in a rapidly changing work environment;
- Emotional maturity and ability to deal with matters of strict confidentiality;
- Should have good communication skills;
- Proficient in English – writing and speaking;
- Good Team Player;
- Computer aptitude and experience with word processing, database management, and PowerPoint presentations software;
- Ability to coordinate and prioritize tasks;
- Christian commitment;
- A minimum of 1 year experience in working with Board of Directors or National/Executive Directors;
- Must be able to travel within the country up to 10% of the time.

Deadline for submitting a CV: 01.03.2019

Interested candidates will submit their resume to:
Diana Matei , HR Manager , diana_matei@wvi.org
Alexandra Pagidean, HR Specialist, alexandra.pagidean@wvi.org
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