



JOB DESCRIPTION

Position Title: Program Finance Associate

Project Name: Novateca Program

Company: IREX Moldova

Location: Chisinau, Moldova

Period of hiring: This is a maternity leave replacement and will be a temporary contract position.

ABOUT IREX

IREX is an independent, international, nonprofit organization that works with local partners to solve development challenges and create positive lasting change around the world. To build a more just, prosperous and inclusive world, IREX and its partners empower youth, cultivate leaders, strengthen institutions, and extend access to quality education and information.

Summary of the project:

Novateca is a program funded by the Bill & Melinda Gates Foundation in cooperation with the United States Agency for International Development (USAID) and administered by IREX Moldova. The program's purpose over the course of the 5 years is to provide access to relevant information in public libraries to enrich people's lives through new services, technology and trained librarians who can guide them. The program will equip Moldovan public libraries with technology, train librarians, build partnerships, solidify professional librarian networks, and develop government engagement activities to catalyze library modernization and improve citizens' socio-economic opportunities. Beyond managing a library selection and equipment donation process, the program's role is two-fold: supporting librarians in learning to develop creative services and partnerships in line with community needs, and creating opportunities for librarians to improve their skills and share professional experiences.

Summary of Position:

Under the guidance of the Program Director and Finance Manager, the Finance Associate will contribute to financial and accounting records for the program and will be responsible for Human Resources documentation.

Description of Responsibilities:

- Contribute to financial and accounting records for the project;

- Assist in tracking program expenditures;
- Help to ensure financial compliance with IREX and Moldovan policies, laws and procedures;
- Respond to, and follow up to ad hoc requests for financial information;
- Contribute to monthly field expense reports;
- Review and process program invoices and other payments;
- Assist Office Accountant with office inventory, wire requests, expense projections, and other documentation;
- Manage cash box transactions and related documentation;
- Organize recruiting for vacant positions;
- Prepare new employees' documentation and provide them with necessary templates, forms, required by local labor law and office manual;
- Maintain staff personnel files, work history books, employment contracts log, orders, other HR documentation required by local legislation and headquarters;
- Perform end of employment procedures;
- Monitor labor legislation change and initiate necessary improvements in HR;
- Other duties as assigned.

Qualifications:

- Higher education in a relevant discipline;
- At least 2 years of experience in international environment or other international organizations;
- Proactive problem solving skills and ability to quickly master new rules and procedures;
- Experience working as a member of a team;
- Advanced knowledge of relevant computer applications, including MS Office, Excel;
- Fluency and comfort (both oral and written) in English, Romanian and Russian languages;

To apply:

Submit a Cover Letter and CV to: hr@novateca.md (please include "Program Finance Associate" in the subject line).

Deadline: March 16, 2018 at 05:00 pm.

Applicants will be selected for an interview on a rolling basis.

*IREX will only respond to those applicants selected for an interview.