



"DOGS TRUST", VELIKA BRITANIJA,
Predstavništvo u Bosni i Hercegovini

Administrative Campaigns Assistant (ACA) (m/ž)

Job Title: Administrative Campaigns Assistant (ACA)

Reporting to: Head of Dogs Trust Representative Office in Bosnia-Herzegovina

Location: Dogs Trust Representative Office in B-H, Sarajevo

Dogs Trust is a world renowned UK-based animal welfare charity which specialises in the well-being of dogs. A five-year project in Bosnia-Herzegovina, officially launched in October of 2012, will work closely with local stakeholders in establishing a self-sustainable dog population management system through several different local and national programmes.

Job Summary:

Reporting to the Head of Dogs Trust Representative Office in Bosnia-Herzegovina, and coordinating closely with Neutering Programme Coordinator (NPC), ACA will provide full administrative assistance to, primarily, ensure smooth implementation of Neutering Campaigns as well as running of the Representative Office in general.

ACA will seek to meet the following objectives

- Provide assistance to NPC and other Campaigns staff
- Collect, organize and analyze data
- Manage Dogs Trust neutering database
- Liaise with and coordinate work of veterinary clinics and their dog catching teams
- Compile and communicate internal daily reports
- Organize and run the info line
- Organize post-campaign checks, compile campaign paperwork, maintain files
- Provide administrative assistance to other team members as needed, in particular Marketing and Communications Officer
- Assists with other office responsibilities

The applicant should possess the following experience, qualities and qualifications:

- Considerable administrative experience, preferably in an international environment
- Ability to set-up and manage administrative systems
- Excellent communication skills
- Ability to deal with people from various social and cultural backgrounds
- Proactive attitude and initiative
- Willingness to learn

- Team spirit
- Experience with project implementation
- Fluency in English
- Experience with translating and interpreting services
- Clean driving licence
- Willingness to occasionally work evenings and weekends,

Position is full-time, permanent (for the duration of the Project), with a trial period of three months.

To apply please send your CV, CL and references (all in English), via option "PRIJAVI SE NA OGLAS" no later than COB on Monday, January 26th 2015.

Only shortlisted candidates will be contacted.

Lokacija: Sarajevo
Datum objave: 19. Jan 2015.
Datum isteka: 26. Jan 2015.