



**Terre des hommes**  
Helping children worldwide.

## Administrative Assistant

Terre des hommes is looking for an energetic, meticulous and organised Administrative Assistant to join its team in Romania. The successful candidate speaks English and Romanian fluently.

- Start date** As soon as possible  
**Contract** One-year, local, full-time Employment Contract, renewable.  
**Salary** RON 2000 net  
**Location** Bucharest, with travels

Deadline for the application: **21<sup>st</sup> of June 2019**

### WHAT WE DO IN EUROPE AND ROMANIA

Terre des hommes (Tdh) is the leading Swiss child relief agency. Founded in 1960, we are committed to improving the lives of millions of the world's most vulnerable children. Through our innovative protection and health projects, we provide assistance to over three million children and their families in almost forty countries each year. In Europe, Tdh intervenes directly or indirectly in many countries, relying on teams based in Budapest, Albania, Greece, Kosovo, Romania, Moldova and Ukraine.

In Romania, Terre des hommes (Tdh Ro) has been active since 1992. For the past few years, the delegation has been working on three main intervention areas: (1) Strengthening child protection and juvenile justice systems, (2) Protection of children affected by migration/trafficking, and (3) Social inclusion of minorities. Every year thousands of children and their families benefit from projects implemented either at a national or regional level.



### ROLE DESCRIPTION

The Administrative Assistant is responsible for the effective provision of daily administrative services to the programmes at the delegation and supports the activities related to the overall office administration, operations and logistics.

### MAIN RESPONSIBILITIES

- Office management- check on invoices, filling in appropriate forms, organizing flights and accommodations, issuing purchase requests
  - Logistics and Guests Management
  - Arranges necessary logistics/ administration for project activities such as meetings, workshops, trainings etc.
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- Participates in team meetings and supports the team in document and minute writing
- Provides translation (directly or through service providers);
- Ensures adherence to the staff rules and regulations;
- Deals with miscellaneous correspondence and queries related to logistics and administration;
- Responsible for the security and management of any goods at the office;
- Identifies the needs, chooses the suppliers and places orders in accordance with the policies and procures;
- Responsible for cash payments upon presentation of mandatory documents and according to the agreed rules;

## YOUR PROFILE

- Minimum 1 year of experience in office management and logistics procedures, preferably for an international organization;
- Strong interpersonal skills, ability to interact effectively with all levels of staff;
- Excellent communication skills;
- Good oral and written skills in English and Romanian
- Excellent record keeping and documentation skills;
- Ability to work independently and organize, prioritize, and follow through on multiple tasks in a fast-paced, deadline-oriented environment;
- Strong team spirit;
- High level of integrity
- Respect of deadlines;
- Ability to uphold high standards and punctuality under pressure;
- Fully conversant with usual IT tools.

## TO APPLY:

Qualified applicants are encouraged to submit their CV and motivation in English to [vacancy@tdh.ro](mailto:vacancy@tdh.ro)

Please include "Admin Assistant, your name and surname" in the subject line of the application email.

### Child Safeguarding Policy:

To commit to respect Tdh Risk Management Policies including: Child Safeguarding Policy, Safety and Security Policy and Anti-Fraud/Corruption Policy, Whistle Blowing Policy.

*Due to an anticipated high number of applications, Tdh is not in a position to respond to every applicant individually. Please note that only short-listed candidates will be contacted for the first interview.*

### GDPR compliance:

By sending your application, you agree that your personal data will be used in the recruitment process. All the documents we will request in different steps of the recruitment process will only be used for this purpose.

All staff involved in recruitment and selection are aware that data protection rules apply and that personal information will be treated confidentially. According to our policy, we will keep your application documents for the period of the recruitment only.

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