

Habitat for Humanity International (HFHI) is a global, nonprofit, Christian housing organization working in approximately 70 countries around the world. Our vision is of a world where everyone has a decent place to live. We work toward our vision by building strength, stability and self-reliance in partnership with people and families in need of a decent and affordable home. Through financial support, volunteering or adding a voice to support affordable housing, everyone can help families build better lives for themselves. Through shelter, we empower. When you join Habitat for Humanity you are not only joining a global organization, but a diverse team of over 800+ people who value;

- **Humility:** We are part of something bigger than ourselves
- **Courage:** We do what's right, even when it is difficult or unpopular
- **Accountability:** We take personal responsibility for Habitat's mission

HFHI is an equal opportunity employer and seeks to employ and assign the best qualified personnel for all our positions in a manner that does not unlawfully discriminate against any person because of race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve national guard status, or any other status or characteristic protected by law.

We are currently seeking to recruit an exciting position with Habitat for Humanity International, Europe, Middle East and Africa (EMEA):

Consortium Project Assistant – DEAR Grant

JOB LOCATION: Bratislava, Slovakia

TRAVEL REQUIRED: up to 5 %

EMPLOYMENT DURATION: 6-8 months

SALARY RANGE: 1 150 – 1 200 Euros per month

Habitat for Humanity International is seeking a Consortium Project Assistant to provide support to the reporting process of a three-year project funded by the European Union (EU). The Development-Education, and Awareness-Raising (DEAR) Consortium Project Assistant shall be responsible for his/her work to the Consortium Project Manager. S/he shall cooperate with the persons responsible for finance, monitoring and evaluation and provide necessary support to the implementation of EMEA activities.

The "Build Solid Ground" project seeks to engage Europeans in 12 countries to expand North-South solidarity in addressing development issues, such as land rights, through promoting development education in schools, involvement in advocacy campaigns and events, etc.

KEY RESPONSIBILITIES INCLUDE:

- Administrative tasks, support to project reporting processes
- Support with logistics and organization of events and meetings
- Assistance in the project audits and evaluations
- Desk research
- Other support to the project team as needed

SKILLS, COMPETENCIES, AND EXPERIENCE:

- Fluency in English is a must, knowledge of Slovak or other European language is an advantage
- Very good computer skills - Word, Excel, PowerPoint, data analysis
- Good interpersonal, communication and writing skills
- Ability to work independently
- Interest to work in international environment with focus on international development



We build strength, stability, self-reliance *and* shelter.

PREFERRED:

- Knowledge of global housing issues and policies
- Experience in working within a consortium

If you'd like to join the global team in Bratislava and you qualify within the specified job requirements, submit your motivation letter and CV as ONE DOCUMENT in English to Human Resources at emeahr@habitat.org. **Closing date for applications: 15 April, 2020.** Only short-listed candidates will be contacted for an interview.

To find out more about Habitat for Humanity, visit <http://www.habitat.org/emea>