Application Package

**Logistics Office Assistant**

1. **INTERNATIONAL DISABILITY ALLIANCE**

With member organizations around the world, IDA represents since 2009 the estimated one billion people worldwide living with a disability. This is the world’s largest – and most frequently overlooked – minority group.

IDA with its unique composition as a network of the foremost international disability rights organizations is the most authoritative representative voice of persons with disabilities and acknowledged as such by the United Nations system both in New York and Geneva.

1. **General Information**

***Location***: Serbia with few overseas missions

***Duration***: one year contract

***Start date***: asap

***Reporting Line***: The Logistic Office Assistant will directly report its activities to the IDA Logistics Manager

1. **Tasks and responsibilities**

**The** **Logistics Office Assistant is hired to fill in the human resource need within IDA Operations and Finance Unit (OFU) and is expected to join the dynamic Logistics Sub-Unit of 6 persons, and to assist it with its routine administrative tasks, organize webinar and occasionally support events in the field.**

The Logistics Office Assistant should undertake the following tasks:

* Maintaining a proper internal filing in line with good practices and audit requirements
* Assisting with the procurement process for different service providers such as translators, editors, proofreaders etc. (collecting quotes and preparing quotation analysis).
* Organizing webinars, including arranging reasonable accommodation for accessibility of the webinars.
* Booking International Sign Language interpreters and CART.

Occasionally onsite support and remote support of logistics with IDA workshops and events:

* Provide logistics and operational support to other units to implement projects and activities:
* Support travels logistics organization in line with IDA SOPs (flight tickets, hotels, travel insurance, invitation letters, visa follow-up, transportation, etc...).
* Support workshops, side events, conferences, and any IDA events organization in line with IDA SOPs (meeting room bookings; prepare quotation analysis; directly liaise with suppliers; contract services such as: sign language interpretation, language interpretation, captioning, transportation, etc.; on-site logistic support and meeting room check-up; etc...).
* Support other IDA staff members or IDA logistic staff members as per their needs.
* When participating to events in the field: manage cash and advancements, money withdrawal, make reimbursements and prepare cashboxes. Prepare, and pay or coordinate the payment of per diems;

1. **Requirements & Qualifications**

* Bachelor’s Degree or equivalent
* Solid knowledge and understanding of procurement processes and accounting
* Minimum one year of similar professional experience (payroll department experience, …)
* Ability to process functions and formulas in Microsoft Excel
* Strong attention to detail required
* Excellent verbal and written communication skills
* Accurate and precise attention to detail
* Ability to work well with management and staff at all levels
* Ability to manage several simultaneous tasks in a fast-paced environment
* Ability to work with tight deadlines.
* Very good command of English
* Available to travel occasionally with possibly short notice.

**Understanding and awareness of IDA safeguarding policies**. IDA works in multi-cultural environments and with persons with disabilities, who experience higher rates of discrimination, violence and abuse. Therefore we expect any staff, consultant or collaborator to understand and fully comply with IDA's Safeguarding policy and IDA’s Code of Conduct (available here: https://www.internationaldisabilityalliance.org/reporting-fraud-abuse). IDA will not tolerate any form of abuse, violence, fraud, corruption, or any breach of IDA policies.

1. How to apply

* **Please send your CV and a cover letter by email to** [**recruitment@ida-secretariat.org**](mailto:recruitment@ida-secretariat.org)**,** indicating in the subject line: “**Job Application:** **Logistics Office Assistant”, before 16 February 2023, 8 pm CET**.
* Please share **your expected annual gross salary** in your email, and your start date or notice period.

**Please ensure you respect the following:**

* Only **completed application** will be accepted (CV+ cover letter)
* Please ensure your CV mentions dates of each of your professional experiences
* Please remember to take the time zone into consideration when submitting your application. **Any applications received after the closing date will not be considered**.

**Application process:**

* **Confidentiality**. All information given on the application will be treated in a confidential manner.
* Persons with disabilities are strongly encouraged to apply.
* After receiving your application, a confirmation of receipt will be sent to you via email. Should you not receive a confirmation, please contact the IDA Secretariat by email.
* **Please be advised that only shortlisted applicants will be informed** about the next steps of selection process.
* Please note that a selection process may last several months. No information will be released during this period.