

IPC - Internationale Projekt Consult GmbH (www.ipcgmbh.com) is a provider of advisory services to financial institutions, development agencies and funds in transition economies and developing countries. Our activities focus on three main areas: Development Finance, Climate Action & Green Transition and Skills & Employment. Our clients and partners include institutions such as EBRD, EIB, GIZ, KfW and the EU, as well as regional development banks and local commercial banks.

We are looking for a *Project Administrator – International Development Co-operation (m/f/d)* who will be responsible for the overall administrative project management of several projects with different durations, volumes, donors and partners. The position is part of the finance and administration team and offers the opportunity to work closely with our colleagues, seconded and freelance experts and advise the project manager(s) on all aspects of financial management and controlling of the project.

Project Administrator – International Development Co-operation (f/m/d) – Yerevan, Armenia

Your tasks

- Executing all administrative and financial tasks within the scope of project implementation, e.g. budget planning, reallocations and controlling, invoicing, project closures
- Drafting contracts and communicating with clients to ensure all contractual obligations are met
- Advising and supporting IPC team leaders and project directors with team communication, technical reporting, budget reviews, expert assignment planning, and contractual obligations
- Managing project documentation; maintaining the project database
- Collaborating with project experts regarding accounting of business trips, time and cost recording; reviewing and processing expense claims
- Contracting and communicating with subcontractors (freelance experts and partner firms); on- and offboarding of subcontractors; ensuring contractual obligations are met and adhered to by subcontractor; reviewing and processing invoices from service providers

Your profile

- At least 3 years of relevant professional experience in financial and/or project management in the field of development co-operation, ideally working with different clients such as KfW, EBRD, EIB, USAID etc.
- Diploma or training with a commercial orientation (business administration, focus on project management/administration)
- Passion for IT and systems and profound knowledge of MS Office programmes
- Excellent command of English and at least one other relevant language (e.g. Spanish, French)
- Independent working style, organisational skills as well as high reliability and thoroughness
- Distinct analytical thinking and careful working methods
- Very good communication and social skills, team spirit, initiative
- Knowledge in the field of accounting and/or taxes and/or law is an advantage

If you are looking for an interesting and multifaceted job in a multicultural and dynamic work environment, we look forward to getting to know you. Please send us your application, stating the possible starting date and your salary expectations to hr@ipcgmbh.com with the subject: "Project Administrator – International Development Co-operation" no later than **31 December 2023**.