

Protecting The Nature, We All Rely on For Food, Fresh Water and Livelihoods!

Job title	Technical Administrator
Terms	Full time
Challenges	accuracy; flexibility; adaptability; planned & organized, ability to handle tight deadlines and to report timely, dedication, skilled in archiving/ documenting; being on top of tasks and activities
Benefits	Competitive
About us:	<p>Conservation International is an environmental organization that has worked in Suriname for the last 25 years, and 30 years internationally in 40 countries to protect nature for the benefit of people.</p> <p>VISION: <i>We imagine a healthy, prosperous world in which societies are forever committed to caring for and valuing nature, for the long-term benefit of people and all life on Earth.</i></p> <p>MISSION: <i>Building upon a strong foundation of science, partnership, and field demonstration, Conservation International empowers societies to responsibly and sustainably care for nature, our global biodiversity, for the well-being of humanity.</i></p>
About the role:	This is a crucial position in the Technical Department (TD) since the position holder is required to participate in most processes of ongoing and new projects. Position holder must be able to pick up tasks quickly in our dynamic work environment.
Responsibilities:	<ul style="list-style-type: none"> ▪ provide logistic, technical, and administrative support to the technical team ▪ prepare, administrate, and archive all aspects of the TWTIS project activities ▪ prepare, administrate, and archive all financial aspects of TWTIS project activities ▪ draft and distribute communication materials to internal and external audiences ▪ communicate with partner organisations and companies regarding project related PR activities and events ▪ must be able to conduct financial forecasts and monitor budgets.
Candidate requirements:	<ul style="list-style-type: none"> ▪ At least higher professional education ▪ At least two years of work experience in similar position ▪ Affinity with data entry processes/ systems ▪ Proven track/ knowledge of: <ul style="list-style-type: none"> ○ Procurement ○ Budget management ○ Accurateness ▪ Proven track of <ul style="list-style-type: none"> ○ Handling deadlines ○ Flexibility ○ Archiving skills ▪ Familiar with working in indigenous communities ▪ Advanced skills with computer MS Office, especially Word, Excel and PPT ▪ Fluency in Dutch and English, both written and spoken ▪ Organisation sensitivity ▪ Eager to learn ▪ Nature-conservation minded

Contact us to apply?

Send your resume with motivation letter at the latest by 24th of August, 2021 to CI Suriname, Kromme Elleboogstraat 20, Paramaribo or email to ci-suriname@conservation.org (subject "Applying for TA-TWTIS")