**JOB DESCRIPTION**

Job: field project officer

Duration: 12 months (January 2016 – December 2016)

Time allocation: 40 hours/week

Remuneration: paid…. According to the contract

Business travel costs: in the contracts

Mobil/ credit, laptop,: Provided by ADRA Slovakia

desk, stationery: ADRA MD

**ESSENTIAL RESPONSIBILITIES AND DELIVERABLES**

* Baseline data, data collection, data analysis
* PR articles, pictures, videos,
* To write reporting
* Participation in project activities
* Contribute to monitoring, evaluating and documenting progress of program implementation against indicators are being followed.
* Maintain effective communication and networking with donors other potential partners (the SlovakAid, the embassy of the Slovak republic) and ADRA Slovakia for coordination and partnership opportunities under authorization of the country director
* Identify new project/program opportunities through needs assessments and proposal development inputs and writing as indicated.
* Facilitate and document lessons learned and best practices within the project
* Perform other duties as needed.

**QUALIFICATIONS &REQUIREMENTS:**

* Master’s degree in a relevant field ( or Bachelor’s degree with commensurate work experience.
* English fluent, Russian language preferably
* Experience in either environment, water and sanitation, project management, research
* Excellent interpersonal, communication, public speaking, and strategic planning skills required.
* Demonstrated ability to manage multiple priorities, deadlines, tasks efficiently.
* Excellent time management skills and resourcefulness with strong attention to detail.