



**CARE Österreich, Verein für Entwicklungszusammenarbeit und humanitäre Hilfe,
seeks to fill the following vacancy:**

Program Assistant – Development Unit (m/w/d)

Contract: Full Time (38,75 hours per week)
Duty Station: Vienna
Starting date: As soon as possible
Application Deadline: 7 April 2024

Who we are:

CARE is one of the world's leading development and humanitarian aid agencies, fighting poverty and injustice in over 100 countries and helping more than 70 million people each year to find paths out of poverty, with a specific focus on the empowerment of women and girls. We save lives in disaster and conflicts and stand with women, girls, and their communities to achieve lasting change for a better future.

What we are looking for:

In line with CARE's mission, vision, and core values, the Programme Assistant supports the development team on the acquisition of new projects, as well as the management and administration of ongoing program portfolios in Africa, Asia, the Balkans, the Caucasus, and the Middle East. The thematic scope includes economic empowerment, climate change adaptation, food and nutrition security, good governance, sexual and reproductive health rights, and gender equality.

Responsibilities:

The Program Assistant will support the team on the following tasks:

- Proposal development and project reporting, including translations, research and administration
- General contract management, monitoring and liaising with Country Offices and donors
- Compiling reports for the board and the CARE International Confederation
- Identification and management of experts and consultants and CARE Austria's expert database
- Maintaining CARE Austria's project database
- Compiling project-related information and maintaining the program specific parts of the CARE Austria Website in cooperation with relevant departments (e.g. Communications, Marketing, Finance etc.)
- Keeping minutes of team meetings
- Helping organise/prepare trainings, workshops and events
- General administration and office work, as well as support for the Programme Team on day-to-day tasks

Qualifications:

- University degree with specialisation in international or economic development, business administration or other disciplines relevant for development cooperation
- Strong interest in the field of development and project management
- Experience with proposal writing and project administration is an asset
- Excellent spoken and written English and French; good German

- MS Office Skills: strong skills in the use of Word, Excel, PowerPoint; experience with databases and Acrobat Reader desired
- Experience with AI tools an asset
- Identification with the values, mission, and goals of CARE

Desired:

- Flexibility and ability to work under time pressure, manage competing deadlines and set priorities
- Excellent communication skills and intercultural competence
- Ability to work in a responsible, self-organized manner and manage multiple tasks with several stakeholders at the same time
- Work and/or travel experience in a country of the Global South is an asset

We offer:

- Gaining first-hand experience in a leading international development and humanitarian NGO
- Working with a professional and committed team in an international context
- Offices in central Vienna
- Salary starting at **EUR 45.000,-** gross annually (full time). Please note: Actual classification will depend on relevant professional experience and will be calculated in accordance with CARE Austria's salary scheme
- Attractive fringe benefits (e.g., annual ticket for Vienna's public transport; Edenred Card/lunch vouchers)
- Home-office in coordination with line management and flexitime model
- Well-equipped and CO₂ neutral office in central Vienna
- Working with an international team of 45 staff members from 12 different nations based in Vienna

Please note: EU citizenship or a work permit valid for EU countries is a necessary requirement for this position. Only applicants selected for an interview will be contacted.

We are looking forward to receiving your application. Please send your **CV and motivation letter in English**, as well as copies of relevant certificates and recommendation letters to bewerbung@care.at by **7 April 2024**. Please indicate in your application letter how you learned about this job vacancy. Applications will be treated confidentially in accordance with the General Data Protection Regulation.

To learn more about CARE Austria, visit www.care.at and for information in English please go to www.care.at/ueber-care/care-expert/.

CARE's Mission: CARE works around the globe to save lives, defeat poverty, and achieve social justice.