

Center for Intercultural Dialogue (CID) is looking for a **Financial-Administrative Officer** for the project Preventing extremism and radicalization in Youth through sports (PRECIOUS).

This position is a part time job i.e. 30%

It is expected that the candidate for Financial-Administrative Officer will be available to work in the next 36 months.

### About the project:

The project aims at enhancing the involvement and impact of the civil society in contributing to a more resilient and cohesive society, while encouraging youth participation in social and public life to reduce the risks of young people being attracted to violent extremism, by supporting CSOs to implement innovative approaches towards empowering young people with reduced opportunities to contribute, through the medium of sports, to processes that encourage social cohesion and to lead social initiatives (such as the establishment of Social Action Youth/Sports Hubs) which prevent VE and radicalization in sensitive municipalities in North Macedonia; enhancing collaboration with (and among) local authorities and build trust and dialogue with them; and enabling CSOs to have a more active role in policy-making and dialogue through capacity-building and advocacy at national and EU levels.

### Requirements for applicant:

- Fluent in English
- Must possess significant computer knowledge and have an expertise in Ms Excel and other computer related skills like database administration, etc.
- Must have in-depth knowledge about accounting and finance;
- Experience in managing finances (it can be internships); preferably within the NGO sector;
- Flexibility and ability to work under pressure and with limited timeframes;
- Experience in working in a multiethnic and international environment;
- Excellent communication and organizational skills are required;
- Ability to work as a member of a team;
- Excellent organizational skills;

### Tasks and responsibilities of the Financial-Administrative Officer:

- Financial management of a project at all stages from budget planning to project implementation
- Preparation of financial reports and supported documentation
- Processing and recording of financial transactions and archiving of project documentation
- Providing other financial and administrative services related with the project

### How to apply:

In order to apply, please download the full call below and send your CV and Motivation Letter to [info@cid.mk](mailto:info@cid.mk) with subject: **Application\_Financial Administrative Officer**

### Deadline to apply:

**August 20.2022, 23:59**