

**Terms of Reference
for
Project assistant
in the Western Balkans**

BACKGROUND

Thomson Foundation and Thomson Media support journalists and media organisations worldwide often in challenging and emerging economies. Our work promotes ethical reporting and ensures independent, trusted sustainable media businesses developments.

Thomson is looking to hire Project assistant coordinator to support its wider Western Balkans and Central and Eastern European team to implement its programs smoothly, and financially and administratively comply with required procedures.

Thomson Foundation and Thomson Media currently implement several media support programmes in the regions of Western Balkans and Central and Eastern Europe, which covers 13 countries and more than 50 media outlets, and 250 individuals/media professionals involved. Focus of Thomson's work is to provide a guidance to media outlets for sustainable development and operation through business mentorship, testing and implementing new and innovative business modalities, supporting media to attract and engage new and underrepresented media audience(s) including young, female, minority groups and diaspora.

SCOPE OF WORK

Project assistant will support Thomson team in activity related financial reporting and organising / providing logistics for all TF related activities within its projects.

Main Tasks and Responsibilities

They will work closely with the Thomson Programme Manager for WB and CEE and Financial and Administrative Coordinator on the implementation of the following activities:

- Gather, file, and shortlist for eligibility CVs of applicants for different expert positions.
- Gather, file, and keep records of expert's timesheets and days distributed for experts.
- Providing support for travel and visa arrangements for Thomson team and its consultants.
- Providing support to the Thomson Administrative and Financial coordinator – gathering, copying and archiving of activity related receipts and invoices.
- Collecting all supporting documentation, when necessary, to ensure compliance with different tenders, calls, and Code of Conduct requirements.

- Taking minutes at project meetings and distributing information to keep team members informed.
- Organizing and maintaining archives and databases (pool of experts, calendar of activities, etc.).
- Other project and admin tasks as assigned by the Thomson manager and the Administrative and Financial coordinator.
- Assist Administrative and Financial coordinator in preparing activity budgets.
- Support with preparing contracts with for experts and trainers.

EVALUATION CRITERIA

Education: A level of education which corresponds to completed university studies or at least 3 years of work experience as project assistant, financial and/or administrative coordinator.

Language: Fluency in English and at least one of the languages spoken within the Western Balkans, Albanian-speaking candidates (from Kosovo, North Macedonia or Montenegro) will have an advantage.

Professional Experience:

- Basic understanding of the media sector in the Western Balkans.
- Participating in multi-layered projects handling administrative and financial roles and tasks, at least 3 references to demonstrate this experience.
- At least 3 years of relevant working experience in the field of development (media, CSOs, cultural projects or any related field).
- Experience in planning, implementation and monitoring of project related finances.
- Certain level of administrative and event organization experience, at least 3 different events, workshops or trainings organized.

Other skills:

- Excellent presentation, oral and writing communication skills, with strong interpersonal and cross-cultural communication skills.
- Reliable with high standards for perfection and attention to details.
- Highly collaborative working style, a team player who communicates well across all levels of the organization.
- Strong organizational skills, problem-solving, proactive, can-do-it attitude and ability to get things done.
- Ability to adjust to changes in priorities in a deadline-driven environment.

APPLICATION

All interested candidates should submit their CVs accompanied with the Letter of Interest indicating relevant experiences that matches requirements from this call. Submissions are accepted **by 25 October 2023 (COB)**, through the following e mail address:

AnisaC@thomsonfoundation.org

DURATION OF ASSIGNMENT

Assignment will commence not later than the second half of October 2023, and its duration will be dependent on the projects dynamics and availability.

LOCATION

Remote work covering all the countries of the WB region. Travel per need and planned in advance with the Thomson program team.