

JOB DESCRIPTION

POSITION: Programme Administrative Support Officer
DEPARTMENT: ILCU International Development Foundation
REPORTING TO: International Programme Manager

The Irish League of Credit Unions (ILCU) International Development Foundation seeks to recruit a suitably qualified professional to be based in Dublin for the following post:

Background:

ILCU Foundation is the charitable arm of the Irish credit union movement. Its mission is 'to alleviate poverty in developing countries by supporting credit unions, their representative bodies and other co-operative type organisations as a means for socio-economic development through the provision of financial and technical assistance'. For more information on ILCUF, please visit the website at: <http://ilcufoundation.ie/>

The Foundation supports a wide portfolio of innovative credit union partners – from rehabilitating/ establishing credit unions to assisting large and long-standing credit unions and their national associations (leagues) in Africa and Eastern Europe. The Foundation also delivers credit union projects with Irish Aid, IFAD and a number of other donor agencies in line with best international practice. The Foundation has expanded considerably over the last three years. In line with its new ambitious strategic plan The Foundation is aiming to significantly increase the scope of our external funding, while further improving the quality and lasting impact of its work globally.

Main purpose of Job:

The **Programme** Administrative Support Officer will assist the ILCU Foundation staff in delivering the strategic objectives outlined in the ILCU Foundation's strategic plan by providing administrative support.

MAIN DUTIES

- Programme Support Work
- Financial administration
- Ensuring compliance with ILCU Foundation policies, processes and systems
- Documentation preparation, organisation, and maintenance
- Organisation of meetings and visits
- Donor research
- Other activities such as support to ILCU Foundation staff, liaising with internal and external stakeholders,
- In the future organising overseas travel and logistical arrangements

Professional development

- Opportunity to learn from exposure to a range of overseas projects dealing with various technical areas as set out in ILCU Foundation's Strategic Plan.

Qualifications and skills required

- Bachelor's level qualification - desirable
- Commitment to aims of social justice, human rights and poverty reduction
- Financial literacy, financial administration skills and experience
- Microsoft Office experienced user
- Prior work experience
- Excellent inter-personal skills and team player capability; ability to engage with and work with persons from varied cultural and economic backgrounds
- Proven ability to work on own initiative to deliver agreed targets
- Flexibility, ability to adapt to a fast changing context, and resilience in potentially stressful situations.

Process

Please submit cover letter and CV to Margaret Davern via mdavern@creditunion.ie **by closing date September 22nd 2020**