

**Job description: Junior Operations Officer**

Association for Inclusive Peace

**Workload:** 100%

**Supervisor:** Head of Operations

**Location:** Remote Work

**Position Description:** The Junior Operations Officer position is a critical function in the organization's provision of financial, administrative, HR and IT support as well as a primary source of support to staff in the implementation of IP's Policies, Rules and Regulations (PRR). Working under the leadership of the Head of Operations, the Junior Operations Officer will be a visible, communicative and diligent member of the team able to proactively answer questions on compliance; able to trouble-shoot administrative issues and an asset to all in making sure that the organizations' operations team can enable fast and rigorous back-office support.

**Who we are looking for:** A junior professional with 1-5 years of work experience who is diligent with high attention to detail, a quick learner, a problem solver. The ideal candidate is someone collaborative with excellent communication skills. Previous administrative experience is preferred. Familiarity with Microsoft, previous experience studying/working remotely, and full English proficiency are required.

**Duties:**

- Operations
  - Support the smooth running of the organisation
  - Support the development and ongoing updating of the internal regulations, policies, and procedures
  - Support the internal flow of information
- Travel and Logistics
  - Support the smooth planning, coordination, and implementation of our missions
  - Assist with the preparation, organisation, and filing of internal and external materials and bookings
- Administration/Finance

- Support with the day-to-day, monthly, and quarterly administrative and financial operations
- Prepare communication with donors and partners
- Other
  - Support with HR-related tasks
  - Support with IT-related tasks
  - Provide ad-hoc support

**Deadline for applications:** 4 February 2024, 23:59 CET.

**How to Apply:** Send to [jobs@inclusivepeace.org](mailto:jobs@inclusivepeace.org) your application as one single PDF file comprising:

1. 1-page cover letter
2. Max 2-pages CV
3. Email addresses of two referees

**Only candidates who satisfy the criteria outlined above and have sent their application to [jobs@inclusivepeace.org](mailto:jobs@inclusivepeace.org) will be considered. Please note that only shortlisted candidates will be contacted.**