



### Oferta Laboral para Egresado/a CIDE

Empresa/Institución	FORD FOUNDATION
Puesto/Cargo	Program Assistant – Local Hire
Formación y requisitos	<ul style="list-style-type: none"> <li>* University degree (preferably administrative background)</li> <li>* 2-3 years of work experience in similar positions</li> <li>* Fluency in English (effective oral and written communication skills in Spanish and English).</li> <li>* Strong management, organizational, administrative and planning skills.</li> <li>* Strong inter-personal and team work skills, a helpful attitude, and evident desire to assist office staff or visitors and general public.</li> <li>* Discretion in confidential matters.</li> <li>* Detailed knowledge of and demonstrated proficiency in the use of computer applications, including Microsoft Word, Excel, PowerPoint, Outlook.</li> <li>* Demonstrated proficiency in utilizing online information resources and data tools for information retrieval and data entry. Capacity to undertake Internet-based research.</li> <li>* Strong ability to attend to detail.</li> <li>* Good communication skills.</li> <li>* Ability to balance a large number of tasks, set priorities and meets deadlines, anticipate problems and show initiative in solving them.</li> <li>* Ability to work under pressure.</li> <li>* Results and solution oriented.</li> <li>* Knowledge of grant making requirements is a plus.</li> </ul>
Descripción de actividades del puesto	The Program Assistant's daily work is multifaceted, requiring competency in the following areas: organizing, planning, task management, computer and administrative skills. Specifically, s/he:



	<ul style="list-style-type: none"><li>* Acts as liaison with grantees, providing information on the procedures, guidelines and formats to process grants and reports.</li><li>* Prepares supporting materials and follows up on grant making and grant monitoring processes.</li><li>* Prepares reports lists, sends reminders to grantees, and follows up.</li><li>* Participates in grant administration team meetings.</li><li>* Acts as back-up for other Program Assistants.</li><li>* Generates statistical information as required.</li><li>* Maintains general filing updated.</li></ul>
Salario	Based on experience and on the Foundation's commitment to internal equity. A generous benefits package is provided.
Datos de contacto para envío de CV	<a href="mailto:f.h@fordfoundation.org">f.h@fordfoundation.org</a>
Cierre de vacante	19 de mayo 2017