**TITLE:** Administration and Project Management Officer

**PARTNER(S):** Municipal Agency for Tourism Development La Paz Maravillosa

**COUNTRY AND PLACE OF ASSIGNMENT:** Bolivia, La Paz

**CONTRACT DURATION:** 12 weeks

**DESCRIPTION:**

Uniterra is a leading Canadian international volunteer cooperation and development program, jointly implemented by the Centre for International Studies and Cooperation (CECI) and World University Service of Canada (WUSC).

Uniterra contributes to improving the socio-economic conditions of poor and marginalized communities in 14 countries and with over 170 partners in Africa, Asia and the Americas through the exchange of expertise and knowledge of Canadian and international volunteers. Uniterra believes that economic growth, when inclusive, is the most powerful driver of poverty reduction. The purpose of the Uniterra program is to improve the lives of some of the world’s most vulnerable populations by stimulating growth and facilitating access to the benefits of growing and diversified markets. To make this happen, we are working with our local partners to enhance the income of poor and marginalized women and youth through better access to employment and income generation opportunities. Uniterra country program staff work with our local partners to design Uniterra assignments in the context of the country strategy, supporting the inclusion of women and youth in key economic subsectors.

For more information on the Uniterra program, our approach and countries of focus please visit: Uniterra.ca.

The Municipal Agency for Tourism Development La Paz Maravillosa is the La Paz Municipal Autonomous Government’s body in charge of developing and promoting touristic activities. The Agency seeks to link the tourism sector with the handicraft sector, and to increase the number of tourists visiting La Paz, building on the city’s nomination as one of the world’s seven most beautiful cities.

In September 2017, CECI and the Municipal Agency for Tourism Development initiated the implementation of the “Women and Youth at the center of Zongo and Hampaturi’s Integral Development” Project which seeks to improve the living conditions of women and young people from rural areas of La Paz.

The purpose of this assignment is to support the administration and management of this project.
**RESPONSIBILITIES:**

- Support partner organization in identifying best practices in project financial management.
- Support partner organization in establishing and documenting strong administrative processes and procedures.
- Provide support to project coordinator and partner organization in project development.
- Work in collaboration with staff to produce program reports to track project deliverables in accordance with established guidelines.
- Support partner organization with fundraising to support their local programs
- Promote the equal participation and representation of women and men in all activities;
- Produce reports required by partner organization and the Uniterra program.

**QUALIFICATIONS:**

- Understanding of financial and accounting systems
- Knowledge of project development and logic models
- Experience in project management
- Knowledge of basic Office software
- Strong written and oral communication skills
- Ability to work in an intercultural environment
- Ability to work independently and in a team
- Basic level of Spanish