**Agriculture Programmes Implementation Department (****APID) of the Ministry of Economy of RA**

**“Armenia - Irrigated Agriculture Development in Ararat and Armavir Marzes (IADAAM) Project”**

TITLE: PROJECT ASSISTANT

TERM: Full-time

START DATE/ TIME: May 2024

DURATION: 2 years

LOCATION: Yerevan, Armenia

JOB DESCRIPTION: The Agriculture Programmes Implementation Department (APID) of the Ministry of Economy of RA is seeking a highly motivated and experienced Project Assistant. The Project Assistant will serve as a key support role within APID, reporting directly to the National Project Manager. The primary objective of this position is to provide comprehensive assistance in the effective implementation of the project.

JOB RESPONSIBILITIES:

1. Support the National Project Manager in the execution of his/her duties, including in budgeting, financial control, record keeping, reporting and correspondence with the Project Steering Committee and other stakeholders;

2. Manage the project office and ensure it is properly supplied and organized;

3. Support missions of visiting experts, including arranging meetings, transportation, venues, translation, and interpretation, as required;

4. Provide interpretation in formal and ad hoc meetings when professional interpretation has not been arranged, so that the whole project team is always able to communicate effectively with its stakeholders;

5. Assist in the planning and implementation of project events and dissemination of information;

6. Support meetings of the Project Steering Committee and other meetings agreed by the National Project Manager, including preparing agenda, making practical arrangements, keeping minutes and circulating documents;

7. Perform other duties related to project implementation, as assigned by the National Project Manager.

8. Perform other duties related to Project implementation, as assigned by the IADAAM Project and APID.

REQUIRED QUALIFICATIONS:

• University degree in Agriculture, or Economics, or Public Administration or related field, together with proven English-language skills (if trained in a technical field) or relevant technical experience (if trained in language skills);

• Good communication and organization skills, including the ability to work with experts from different countries and to adapt rapidly and calmly to changing circumstances;

• Good knowledge of Armenian government structures and procedures, demonstrated by at least 1-year experience of working in or with government

• Fluency in Armenian, strong verbal, reading, and writing skills in English, including ability to translate documents and interpret in meetings;

• Proficient in the use of common office software;

• Experience in keeping financial records and other records relevant to a project or similar organization. Demonstrated capacity to work at a high level across a wide range of partners, including government agencies and donors.

REMUNERATION/ SALARY: Based on experience and qualification.

APPLICATION PROCEDURES: Interested applicants are welcome to submit their CVs in English and/or Armenian languages by e-mail: azata.tovmasyan@mineconomy.am or deliver to the following address: 5, M. Mkrtchyan street, Yerevan 0010, office 827, Ministry of Economy of RA, from 10:00 to 17:00, except Saturdays and Sundays.

OPENING DATE: 16 April 2024

APPLICATION DEADLINE: 30 April 2024

ABOUT COMPANY: According to the Grant agreement signed between the RA Government and EU/Agence Francaise de Developpement, the Agriculture Programmes Implementation Department (APID) of Ministry of Economy of RA implements “Armenia - Irrigated Agriculture Development in Ararat and Armavir Marzes (IADAAM) Project”.