



JOB DESCRIPTION

JOB TITLE: Candidate Support Officer

JOB PURPOSE:

The Candidate Support Officer works as a liaison between the Economic Mobility Pathways Pilot project and the potential employers through the talent catalogue. The post holder works with projects partners to ensure candidate are supported and their documents are submitted and processed on time.

TIMEFRAME: From December 15th, 2023, until March 31st, 2024.

SALARY: 1,500 Canadian Dollars (CAD) per month

Key Responsibilities:

- Follow up on the project activities and liaise with the local focal points for the achievement of the targets.
- Provide technical assistance to the referring partners at a local level in questions, technical issues, and diffusion of the Economic Mobility Pathways Pilot in accordance with the donors' guidance.
- Keep a master agenda for the project either electronically or physically where all planned activities, visits or other events are mapped.
- Keep a physical file of all relevant electronic reports produced by the project.
- Take on programmatic assignments to acquire skills in program management.
- Work with relevant units to ensure project beneficiaries are supported.
- Familiarize self with the talent catalogue system and learn how to create reports or access reports already created.
- Manage all cases: search and identify (or add) candidates, conduct admission interviews, conduct visa eligibility checks, send candidates to potential employers, update and track results for opportunities, and upload and share documents.
- Attend program meetings as requested to record minutes.
- Receive requirements and refer them.
- Analyse and present the results of management indicators,
- Actively participate in the preparation of internal reports and for donor through the presentation of information analysis.

PERSON SPECIFICATION

Essential:

- Professional with no less than 3 years of graduation in social sciences, political sciences, sociology, or equivalent degree.
- Proven experience of at least 1 year working in cooperation projects and/or in national and international NGOs.
- Ability to work with multiple stakeholders and achieve high-quality results under limited supervision.
- Analytical skills, both organisational and financial.
- Training skills and the ability to pass on knowledge to others.
- Communication and reporting skills (verbal and in writing).



- Co-operative and supportive team player in a cross-cultural environment.
- Able to prioritise work and meet tight deadlines.
- Ability and willingness to work in difficult environments.
- English level B2 spoken and written.
- Demonstrable knowledge, either through training or experience of:
 - Humanitarian Laws and principles.
 - Sphere Standards.
 - Personal Security or Security Management.

Desirable:

- In-depth knowledge and experience of working with international donors.
- Experience of working with local partners.
- Experience of working collaboratively with INGOs.
- Experience or working knowledge of ageing and the issues facing migrants and refugees in economic mobility.
- In-depth knowledge and experience of operating computerised accounting systems.

If you are interested, please send your CV and a cover letter (max. 1 page) to: info@coalicionporvenezuela.org