



Project Associate for the Global Standard for CSO Accountability

Job Announcement

[Accountable Now](#) is a global platform that supports civil society organisations (CSOs) to be transparent, responsive to stakeholders and focused on delivering impact. Our [26 member organisations](#) such as Amnesty International, Civicus, Action Aid, ChildFund Alliance and Transparency International operate in more than 150 countries. Together we develop and implement cutting edge practices to strengthen CSO relationships with communities, partners, activists, staff or donors to deliver better impact.

Seven years ago, Accountable Now partnered with 8 other civil society networks from around the world (Vani, CCC, Rendir Cuentas, InterAction, Deniva, Viwango, Acfid, BCSDN) to develop a [Global Standard for CSO Accountability](#) with the purpose of strengthening the effectiveness of CSOs worldwide and promoting a more dynamic approach to accountability.

The Global Standard has proven to be a very useful and effective tool for different types of CSOs to benchmark and improve their own work. Organisations have used the Standard to strengthen their codes, as a self-assessment tool, have adopted the commitments and are currently reporting against them. Accountable Now, as host to the Global Standard Secretariat, is responsible for coordinating and facilitating the work related to the Global Standard Partnership. The main goals for this period include strengthening the collaboration and learning between the Partners; and work to build a sustainable platform.

To advance these goals, Accountable Now is currently looking for a Project Associate.

Key Tasks and Responsibilities

- Support in the formulation of Project Strategies; Identify strategic opportunities to disseminate the Global Standard
- Project Management Support;
- Liaise, coordinate, maintain positive relationships, prepare and facilitate regular meetings (calls) and activities with the Partners.
- Coordinate regular meetings with the GS Executive Committee

Accountable Now · www.accountablenow.org · INGO - International NGO - Accountability Charter gUG
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German Registration No: HRB 212396 B · Steuer-Nr.: 27/640/02763 · USt-IdNr.: DE336768604



- Administrative and Financial Management Support to the project: Monitor and update the project budget, draft financial and narrative reports for the donor in close cooperation with the Executive Director and the Project Manager for the GS.
- Monitor GS subgrants, track Partners' progress towards proposed goals, review of GS Partners financial and narrative Reports;
- Facilitation of Knowledge Building and Knowledge Sharing, including producing internal communication newsletters for the GS Partners, contributing with blog posts/articles for the GS newsletter.
- Develop a strong database of CSOs interested in the Global Standard and engage them in the sharing, learning process
- Liaise with the other Accountable Now projects to identify synergies and potentiate efforts.
- Other tasks as necessary

Requirements

- Undergraduate university degree or professional qualification in business administration, management, finance, social science, public administration, economics, or another relevant field
- A minimum of 2 years of relevant professional experience and knowledge of the civil society sector.
- Basic understanding of and experience in the area of good CSO governance.
- Excellent coordination skills, ability to work under pressure with focus and to meet tight deadlines
- Diligent, reliable and focused way of working with a strong attention to detail
- Good people skills.
- Strong teamwork and resourcefulness
- Proficiency in English, excellent speaking and writing; additional languages an asset
- Ability to work creatively within the restrictions of a small budget
- Proactively research and prepare for a visa or residency permit application in Germany, if needed

We offer

Period: 7 month contract. Possibility of renewal subject to availability of project funds.

Working hours: 40 hrs per week, negotiable.

Holidays: 30 holidays p.a.

Compensation: € 2200 - 2800 gross per month (depending on experience)

Location: Berlin, Germany



Timeline: 1 June - 31 December 2022

If you are interested, please send your CV and a cover letter to info@accountablenow.org. Applications will be reviewed on a rolling basis.

Equal opportunity and our values

Accountable Now is committed to ensuring a fair and equal recruitment process, and we seek to recruit staff from all sectors of the community. All applicants will be treated equally, regardless of gender, sexual orientation, social status, race, ethnic origin, religious belief, age, disability, or any other factor that cannot be shown to be relevant to performance.

Accountable Now and its staff operate in line with the following organisational values:

- Openness: We are transparent in all our activities and practice an open culture of feedback between staff members regardless of their position and also externally with any other stakeholders of the organisation.
- Horizontality: We practice a culture of horizontal hierarchies and responsive decision making internally and externally.
- Respect: We are respectful of people's nationality, gender and religious background. We respect and value every person's opinion.
- Self-critical: We have an open culture of discussing failures and improving our work through continuous learning.
- Partnership: We value the expertise of others and want to establish mutual partnerships with everyone we interact with and break up common power structures.