

Project Administration Officer - WABiLED

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Company: TRAFFIC International

Location: Fujairah

Category: other-general

Project Administration Officer - WABiLED The job posting is outdated and position may be filled.

- Registration of projects and the maintenance of data in a central project database.
- Organising any necessary outgoing project funding agreements and arranging for the timely transfer of funds to TRAFFIC offices.
- Advising the project team on the management of project finances, maintaining cash-flows and assisting with budget forecasts and liaising with the project team on a day-to-day basis.
- Maintaining project files and archive.
- Working with TRAFFIC offices and staff to ensure the timely preparation and submission of project financial reports, project technical reports and any other documents required by donors.
- Preparation, if required by donors, for project audits including the collection and review of supporting documentation from the TRAFFIC offices.
- Preparation of project documentation for annual statutory audit and providing additional information during the audit as required.
- Supporting as required the team on proposal development and proposal submissions for the network.

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