

Building an Alternative Future association
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Job Offer

Geneva, 04 May 2017

Dear Narine,

We are happy to offer you a 6 month contract with Alternative NGO, for the position of "Project and Administrative manager" with the following terms and conditions. Please be informed that these 6 months are paid by the BAF association.

This is to secure your stable salary until funds are received. In case funds are received earlier than 6 months, your salary will be ensured by the project budget and therefore BAF will end paying.

If you accept this offer your start date will be 01.05.2017 and you would report to Artush Yeghiazaryan who is the président of the NGO.

This is a part time position (50%) and Alternative NGO will pay you 130.000 AMD monthly that corresponds to a 50% employment. Salary revision is possible after a project funding is secured.

Please be informed that because we do not have offices yet, you may work from home until funds have been received and offices rented.

Importantly, we are expecting that you be proactive and responsive to BAF committee. Reachable via email and phone.

Herebelow are your responsibilities and duties:

Main responsibilities include:

- Be a central player for our activities in Gyumri.

- As Alternative NGO is newly created, you will develop the brand, logo, website and any other communication tool (paid by the organisation) and communication strategy. The NGO has to be alive and active in its communication, be it via social networks, facebook or live presence.
- Conceive and elaborate project proposals to submit to organisations for fund-raising.
- Identify beneficiaries to involve in our projects.
- Develop a long-term development strategy for the NGO and its projects.
- Fundraising in Armenia and in else than Switzerland
- Be attentive and seize opportunities for projects grants intended for Armenia's development offered by various donor organisations
- Manage, supervise and complete our projects on time, within budget and according to specifications.
- Play a bridging role between BAF Switzerland and our beneficiaries in Armenia.
- Analyse all our production processes and suggest improvements and evolution plans so that they will be in line with highest standards.
- Develop standard operating processes (SOPs) for our production activities.
- Support our field employees with their daily tasks.
- Organize export to destination countries in the most optimal way.
- Be involved in local sales in Gyumri and in Armenia in general. Identify new markets (Russia and elsewhere)
- Ensure that product and export certifications are done on time.
- Keep track and report all spending in a detailed manner.

BAF association
President
Arek Torosyan

NGO Alternative
President
Artush Yeghiazaryan