

# **IGU Task Officer Job Description**

## **Position Description**

Task Officer is the key position responsible for planning, coordinating and executing projects and activities to achieve the mission and goals of the IGU. This role ensures that the IGU's volunteer activities are effectively managed and maintained in a sustainable structure.

## **Core Responsibilities**

### ➤ Project Management

Task Officer takes an active role in the process from the beginning to the end of volunteer projects. He/she ensures the planning of projects, allocation of resources, creation and monitoring of timelines, risk assessment and coordination of project teams. He/she oversees that each project is carried out in accordance with the IGU's mission and that the targeted results are achieved.

### ➤ Volunteer Coordination

Manages the selection, orientation and assignment processes of volunteers. Keeps the motivation of volunteers high by ensuring that they take part in projects suitable for their abilities and interests. Organizes training programs for volunteers and provides mentoring support.

### ➤ Communication and Collaboration

Establishes effective communication with internal and external stakeholders. Evaluates collaboration opportunities with other civil society organizations, public institutions and private sector representatives. Develops and implements communication strategies to increase the visibility of projects.

### ➤ Reporting and Evaluation

Regularly reports project processes and results. Conducts impact assessments of projects and identifies areas for improvement. Provides regular information flow to the organization's board of directors and relevant stakeholders.

## **Required Qualifications**

- Experience in project management
- Strong organizational and coordination skills
- Effective communication and problem-solving competence
- Knowledge and experience in volunteer management

- Knowledge and experience in civil society organizations
- Reporting and documentation skills

### **Working Conditions**

Task Officer must be able to adapt to flexible working hours and participate in field work when necessary. The position requires active participation in the field in addition to working in an office environment. There may be travel for meetings and organizations with different stakeholders.