

## **Administrative support for international grant projects for the application of sustainable energy and environmental technologies**

ideas into energy is a non-profit organisation that promotes science, research, vocational training and development cooperation for the dissemination of sustainable energy and environmental technologies on an international level. We are currently carrying out projects in Europe, Africa and Asia. We implement international projects of policy advice, capacity development and technical education. For more information on our fields of activity, see <http://www.ideas-into-energy.org/en/activities> and on our current projects, see <http://www.ideas-into-energy.org/en/projects-0>.

For the administrative support of our current grant projects, we are looking for personnel reinforcement as of 1 April 2021. The regular activities include the preparation and implementation of accounts with all project partners, combined with the collection of all receipts as well as their verification, filing and consolidation in regular accounts with the donors.

Prerequisites for successful participation are:

- At least two years of professional experience in the accounting and administration of grant projects funded by the federal government or federal states or municipalities
- High understanding of accounting and controlling
- Impeccable German and good written and spoken English
- Good knowledge of MS Word and MS Excel
- High reliability and commitment
- Good communication skills

We **offer** an exciting entry into international projects under the leadership of experienced staff, a pleasant working atmosphere in a value-oriented company and a multicultural and highly committed team. We are assuming a minimum of 24 and a maximum of 32 hours per week for the vacant position with a salaried employment relationship. The position is initially limited until the end of the year, with a good perspective for an extension in 2022 and beyond.

We look forward to receiving your application!

Please send your application documents, including your salary expectations, to Doreen Neumann **by 5 March** and only by e-mail: [personal@ideas-into-energy.org](mailto:personal@ideas-into-energy.org)

Provider: ideas into energy gemeinnützige GmbH, Albrechtstraße 22, 10117 Berlin, [www.ideas-into-energy.org](http://www.ideas-into-energy.org)