

# Job Description: Administrative Assistant

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**Position:** Administrative Assistant, Global Gas and Oil Network (GGON)

**Location:** Remote, preference for being based in Latin America or Africa

**Time Commitment:** 6 hours a day/5 days a week/one year contract

**Compensation Range:** US\$24 000 - \$28 000 for 30 hours per week. Our compensation range is competitive and reflective of the cost of living in different regions. It is determined based on the candidate's location, experience, and qualifications. GGON is committed to equity in compensation.

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## About the Global Gas & Oil Network

GGON is an international non-profit network of civil society organisations established to support global efforts to stop oil and gas expansion and catalyse a just and equitable global phaseout of production in line with the internationally agreed climate target to keep global warming below 1.5°C. This must be achieved through a just transition, at an equitable pace for all countries, in a way that centres the needs of people, communities and biodiversity. Since its creation in 2017, the network has steadily grown to over 300 organisations across more than 60 countries on six continents.

GGON provides movement infrastructure for this diverse group of members and partners through a variety of approaches, including convening critical conversations, coordinating strategy development, commissioning research and analysis, and providing communications tools and training. Where we are invited to, we provide coordination support to a number of national and regional coalitions, and directly coordinate issue-specific thematic, global working groups. GGON operates with a lean secretariat, which is a fully virtual team based in several continents across multiple time zones.

## The Position

The Administrative Assistant will be responsible for supporting the work of the Operations Manager to make sure that GGON operational support is as efficient as possible, and that the operational priorities set for the year are achieved. This means implementing the operational processes, and providing administrative support across all parts of the organisation as allocated by the Operations Manager.

## Areas of responsibility as overseen and allocated by the Operations Manager

### Administrative processes

- Process expenses and payments approvals within specific projects / budget.
- Administrative support for the staff members and consultants on an ad hoc basis, where necessary supporting them to access the tools, systems and technical support needed to enable effectiveness.

- Joint calendar management in support of the coordination of members, including scheduling meetings across time zones.
- Ad hoc admin support requests, as priorities and time allow.

### **Contracts and grant agreements**

- Support and assist in the drafting of contracts and grant agreements, until the documents are signed and filed in the appropriate folder.

### **Invoicing and team expense processes**

- Support the processing and payment of invoices with pre-approval, based on contracts already signed.
- Support the processing of recurring invoices.
- Support in the collection of invoices and expense claims, and processing, securing approval, tagging, and sending for payment.

### **Interpretation and translation support**

- Support in the administrative processing of interpretation and translation requests from the GGON secretariat and network members.
- Support in maintaining the database of high quality interpreters and translators.

### **Travel management**

- Support the Operations Manager to enable the travel of team members, including researching and identifying options for team travel, identifying accommodation, collecting and processing invoices, obtaining travel insurance, processing expense claims and supporting team members to secure necessary travel paperwork.

### **Travel support for network members attending GGON-hosted activities and events**

- Research options for travel (flights, trains, accommodation), and work with relevant team members to decide on logistics.
- Support in booking travel and accommodation for network members in partnership with the secretariat team lead.
- Collect traveller information, upload records and process relevant paperwork.

### **GGON Biannual Retreat and ad hoc support for events in the network agreed on a case by case basis**

- Support the logistics organization of the in-person GGON Network Retreat every two years as appropriate.
- Support the organization of other events where possible, including team retreats, member meetings, regional coalition gatherings and convenings, training etc., as aligned with priorities.

## **Profile of the Successful Candidate:**

### ***Essential***

- Significant administrative assistant experience
- Experience in key operational areas, including logistics and processing paperwork and supporting a team.
- Proficiency in English (both written and spoken) is required, with strong preference for candidates with additional language skills, particularly in Spanish, French, or Portuguese, to better support our diverse global network and enhance our inclusive communication efforts.
- Demonstrated ability to work independently, prioritise multiple demands to meet deadlines, learn quickly and collaborate as an effective team member.
- Strong commitment to social justice and the struggle to stop climate change.
- Reliable access to the internet.
- The ability to travel as needed.

### **How to Apply**

To apply, please send a cover letter and CV to [manager@ggon.org](mailto:manager@ggon.org), and [fill up the JEDI Recruitment Monitoring Form](#), which is a confidential document. **Please use as the subject of the email Admin Assistant application.**

The **closing date for receiving applications is 30 March 2025**, though we encourage interested parties to apply as early as possible, as interviews will be held on a rolling basis.

GGON supports our team's work-life balance and mental well-being through flexible working hours and consideration of personal and cultural circumstances. The successful candidate will have access to external experts and professional development opportunities as part of this role.

We value diversity, equity, and inclusivity as central to our work and believe we are strengthened by the diversity of our staff and partners. Our recruitment process is designed to be inclusive and equitable, actively seeking and prioritising applications from individuals in Latin America or Africa, and encouraging participation from underrepresented groups including, but not limited to, indigenous peoples, the working class, persons with disabilities, individuals from diverse racial and ethnic backgrounds, and members of the LGBTQIA+ community.

Our selection process includes initial screening and interviews. Feedback, confirmation and other forms of response will only be provided to shortlisted candidates on request.