



Government
Transparency
Institute

International Project Administrator

Duration: Indefinite, with 3 months' probation period

Expected start date: October 2025

Working time: Full time (part-time arrangements negotiable)

Salary range : 650 000 - 950 000 HUF gross full-time per month (in line with experience)

Location: Preferably Budapest, Collabor8district - Coworking (1085 Baross u 34. II.1) with part-time home office; remote work is also possible

Closing date for applications: 30.09.2025

Applications are invited for an International Project Administrator position at the Government Transparency Institute (GTI) (<http://www.govtransparency.eu/>).

Main responsibilities

- Administration of ongoing and prospective research projects with reporting requirements, primarily EU research funds and UN Grants funded projects
- Tracking project progress and implementation timelines
- Monitoring project financials in close collaboration with the back-office manager
- Preparing and coordinating continuous, mid-term, and final project reports with the support of management and researchers
- Preparing the documentation for project reports (timesheets, etc)
- Monitoring consortium partners' timely deliverables for specific projects
- Supporting the preparation of contracts
- Providing input for GTI's cashflow tracking mechanisms,
- Identifying grant and tender opportunities and supporting application preparation
- Communication with partner organisations

This position requires excellent written and spoken **English**, reliability, independence, and the ability to meet deadlines. Strong proficiency in **Hungarian** is a significant advantage. **German** language skills are also a plus due to our Austrian branch.

As GTI works with an international team and global clients, online collaboration is an integral part of our operations. Therefore, this role requires someone who is comfortable working both online and in person. As a relatively small organization with a wide range of administrative tasks, we value flexibility and a willingness to learn. In return, we offer a supportive and friendly environment that helps our team members grow.



Government
Transparency
Institute

The Government Transparency Institute

The Government Transparency Institute (<https://www.govtransparency.eu/>) grew out of diverse research activities and civil society activism of the founder Mihály Fazekas, in particular the Corruption Research Centre Budapest and ANTICORRP (<https://anticorpp.eu/>). The Institute's foundation in 2015 was motivated by growing need and opportunity to do independent research and advocacy on transparency, corruption and quality of government in Europe and beyond. The Institute is a non-partisan think tank independent of governments, political parties or special interest groups. It is partially financed by private donations, European research funds, and consultancy work. We work on a range of quantitative and qualitative research and consultancy projects such as public procurement corruption in DIGIWHIST (<https://digiwhist.eu/>) or cartelscreens for the Swedish Competition Authority. We regularly cooperate with think tanks, NGOs and universities on diverse international research projects.

Since the foundation of the Institute in 2015, we managed to grow organically. GTI started as a cooperation among like-minded researchers but it has been building a professional organisational structure for the last few years. GTI operates as a group of three legal entities currently: a for-profit company, a non-profit organisation, and an Austrian branch. From an administrative perspective, this structure means working with three sets of contracts, compliance requirements, and financial processes, making the role diverse and varied. While our administrative centre is in Budapest and working from our co-working office is possible, many of our colleagues work remotely. Most meetings take place online and our partners are based across Europe, making GTI a truly international and flexible workplace.

About current projects

GTI is currently managing a portfolio of around half a dozen major international research and advocacy projects, many of them large multi-year collaborations funded by the EU and other international donors. These projects bring together consortia of academic institutions, NGOs, and public authorities from across Europe and beyond, often involving between 5 and 20 partner organisations.

The projects vary in focus but share a common goal: improving transparency, reducing corruption, and strengthening the quality of governance through a combination of data analysis, research, and policy engagement. They run on different reporting cycles (quarterly, semi-annual, annual), require the coordination of deliverables and financial reports, and demand some ongoing communication with international partners and donors. This creates a dynamic and diverse workload, offering the new colleague valuable experience in international project administration.



Expected skills and qualifications

- Finished Bachelor's degree studies (or higher) in accounting, finance, project management, economics or other relevant fields.
- Proficiency in English, both written and spoken (additional languages are an asset)
- Fluent Hungarian language skills are a strong asset and may be required to liaise with our accounting partners in Hungary.
- Ability to work independently and meet deadlines
- Detail-oriented and precise work style
- Advanced knowledge of Microsoft Office (especially Excel) and Google Workspace

Considered an advantage

- Prior experience in administrating/coordinating large scale EU or other international projects
- Prior experience in the field of project or grant management in general
- Proficiency in German
- Additional languages
- Familiarity with collaborative tools like Slack
- Background or interest in GTI's research areas (transparency, anti-corruption, good governance, public spending quality)

Application process

Please submit your application package by **30 September 2025 23.59** consisting of

- **Two-page CV**
- **Half-page letter of motivation, including references to past projects managed** to info@govtransparency.eu

Interview to be held between **5-9 October 2025**

Enquiries may be sent to Tímea Sutus-Juhász at info@govtransparency.eu.