**Individual TORs for Reform Support Team**

**at the Ministry of Finance of Ukraine**

**POSITION: *Administrative Assistant (Category 4)***

ToR Date of Issuance: August 3, 2018

Due Date for Applications: August 19, 2018

1. **Objective(s) and linkages to Reforms**

Reform Support Team (RST) at Ministry of Finance of Ukraine (MoF) is a group of Ukrainian professionals (non-civil servants) funded on a temporary basis by the donors that provides targeted technical support and assists Ministry in the design and implementation of sectorial strategies and priority reforms. The RST will assist in filling the capacity gaps in the design and implementation of priority reform strategies and programs, while strengthening links and partnerships between the Ministry priorities and relevant donor support.

The Administrative assistant will (1) assist RST Director with day-to-day administrative tasks, (2) assist Senior Program Manager with organization of Reform Council meeting in the Ministry of Finance, (3) provide organizational, administrative and logistical support to RST team.

1. **Duration and proposed timeframe:**

Duration of assignment is until 31 December 2018 (with possible extension until June 2019, subject to availability of donor funding) with starting date not later than 1 September 2018, including a 2-month probation period.

1. **Main Duties and Responsibilities:**

* Perform day-to-day administrative tasks of the RST PMO;
* Maintain calendar, schedule meetings and appointments, and make necessary travel arrangements;
* Establish and maintain office files and RST PMO documents, both physically and virtually;
* Screen and respond to a variety of routine inquiries by developing knowledge and understanding of the projects and procedures related to the work of the TO;
* Prepare meeting materials, formalize agendas, record and share minutes to promote exchange of actionable information and timely decision-making;
* Establish and build relationships with key stakeholders inside and outside the Ministry.

1. **Main anticipated deliverables:**

* Storage of RST documents (meeting materials, minutes, reports, budgets, contracts. etc.) established

1. **Qualifications, Skills and Experience:**
   1. ***Qualifications and skills:***

* At least a Bachelor degree. Master degree is an asset.
* Strong communication and presentation skills
* PC literacy, experience with the advanced features of email, spreadsheets, calendars, shared documents, Power Point, etc.
* Deep expertise in Power Point presentation design, MS Project is an asset.
* Fluency in Ukrainian and English.
  1. ***General professional experience:***
* Preferably more than 1 year of general professional experience, preferably 1 year of experience relevant to the position
  1. ***Specific professional experience:***
* Excellent interpersonal and communication skills.
* Ability to broadly support managers, including experience with facilitating communications, scheduling and information management.
* Knowledge of office and communication practices and procedures

1. **Assignment Value**

The proposed RST Member Gross pay range for Category 4 positions is EUR 300 – 700. The exact rate will be made by the Recruitment Committee comprised of representatives of the Ministry of Finance of Ukraine and international donors.

1. **Submissions**

Submissions must be prepared in English only and be delivered electronically by August 19, 2018 to the following address: mof.rst@reforms.in.ua

All submissions must include a completed Application Form [https://www.minfin.gov.ua/vacancy/vakansii-v-proektakh-ministerstva-finansiv-ukrainy], the candidate’s Curriculum Vitae and Reference Letter from a recent supervisor.

Only applications which have been submitted using the correct template and are completed will be considered.

1. **Selection Procedure**

Following the evaluation of all applications received, selected candidates will be invited to a brief written test and interview covering both general and technical questions in both English and Ukrainian. Only short-listed candidates will be invited to an interview.