 

# TERMS OF REFERENCE

**Administrative Assistant**

## Background:

Non-governmental union "Foundation for support of reforms in Ukraine" is an independent, non- governmental union that has been founded by National Reform council and European Bank for Reconstruction and Development in 2015.

The objective and primary goal is to promote the development of Ukraine and improve the material well-being of its citizens by supporting the development and implementation of reforms in Ukraine.

The organization is financially backed by the other international funders and separate Ukrainian and foreign organizations. All launched initiatives and implemented projects are published in the Foundation annual reports and brief graphical reports in the course of the year.

## Purpose of the Assignment:

Under direct supervision of the Foundation Executive Director, the Administrative Assistant support the Foundation in the delivery of the EBRD financed projects, including but not limited to the assistance provided under the New Reforms Architecture of Ukraine, as well as for the Financial Sector Reform. The post holder needs to deliver effective, highly competent projects support and in a person-centred environment which promotes positive relationships.

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| Academic Background & Experience* At least Bachelor’s degree, Master’s degree is a plus
* At least 2 years of relevant experience, preferably NGOs
* Proficiency in written and spoken English and Ukrainian
* Proven excellent report writing and organizational skills
* Good interpersonal skills including good coordination and effective working relations with stakeholders
* Excellent planning and time management skills
* Proficiency in the use of Microsoft Office suite of applications
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| Key Responsibilities* Undertake duties as directed / requested by the Executive Director to support the delivery of goals of the Foundation
* Proper preparation of all necessary documentation for projects registration within MEDT
* Tracking and monitoring of Projects implementation process, timely reporting to beneficiaries and MEDT
* Drafting reports for donors on projects implementation, control over procurement procedures
* Prepare full documentation package for grants applications and to provide full support during the process of applications consideration, fundraising for particular projects’ needs
* Provide support to Executive Director in drafting presentations and other documents
* Assist in event organization and preparation for the Foundation
* Handle requests for information and data
* Provide translation support of the documents
* Handle ad hoc tasks regarding Projects during hot periods

The closing date for applications: NOVEMBER 16, 2017.Please send your applications to: oksana.krasitska@fsr.org.ua |