 

# TERMS OF REFERENCE FOR

**Administrative Assistant / Projects Coordinator**

## Background:

Non-governmental union "Foundation for support of reforms in Ukraine" is an independent, non- governmental union that has been operating since 2015.

The Foundation was founded at the discretion of the National Reform Council jointly with the European Bank for Reconstruction and Development, at support of International Renaissance Foundation.

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 international funders and separate Ukrainian and foreign organizations and citizens. 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 / Projects Coordinator support the Foundation in the delivery of variety of distinct projects. The post holder needs to deliver effective, highly competent projects support and in a person-centred environment which promotes positive relationships.

## Tasks related to the Assignment:

* 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



## Qualifications and Competencies

**Academic:** bachelor’s degree or higher

**Work Experience:** At least 1 year, preferably NGOs or multinational companies

**Required Competencies and skills:**

* + 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

**To apply:**

Submissions must be prepared in English and delivered electronically by 17:00 Kyiv time on January 15th, 2017 to the following address: prsm@fsr.org.ua. We do not welcome unsolicited phone calls.

All submissions must include:

1. Applicant’s CV (in English);
2. Applicant brief letter of interest indicated related experience and achievements*.*

Please ensure to state Administrative Assistant / Projects Coordinator in the e-mail subject line.

Applications received after the indicated deadline or without letter of interest will not be reviewed and considered.

*Shortlisted candidates will be contacted after January 19 th, 2017.*