



The International Charitable Foundation "Alliance for Public Health" announces external recruitment to fill the following position:

Administrative Officer

The International Charitable Foundation "Alliance for Public Health" is a leading non-governmental professional organization which makes a significant impact on the epidemics of HIV/AIDS, tuberculosis, viral hepatitis and other socially dangerous diseases in Ukraine in cooperation with state partners and civil society organizations through providing financial and technical support to relevant programs, which cover over 250,000 members of most vulnerable populations, which is the highest indicator in Europe. Alliance team includes over 100 professionals who are based in Kyiv

PURPOSE: To ensure the smooth functioning of the Alliance office in respect to coordination of local and international consultants' service, stationery provision, travel organization and travelers' support and general office support.

Contract type: civil agreement till 29th December, 2017

POSITION REQUIREMENTS:

- Minimum 3 years of administration experience.
- Higher education in administration, finance or related field.
- Problem-solving skills.
- Organizational and time-management skills.
- Experience in staff supervision.
- High level of interpersonal skills.
- Excellent verbal and written communication skills in Ukrainian, Russian and English.
- High level of computer literacy (MS Office, 1C).

For additional information on the organization as well as its programmatic activities and the positions announced, please visit our web site: <http://www.aph.org.ua/>

How to apply: Please send your CV and a covering letter in English and Ukrainian/Russian to vacancy@aph.org.ua. Subject line should contain "ref: Administrative Officer".

Deadline for applications: 6 pm, May 24th, 2017.

Only successful candidates will be contacted for an interview.

The International Charitable Foundation "Alliance for Public Health" is committed to equal opportunities and welcomes applications from appropriately qualified people from all sections of the community. Qualified people living with HIV/AIDS are particularly encouraged to apply.

DESCRIPTION OF SERVICES

Title: Administrative Officer
Department: Finance and Administration
Team: Administration
Contract Type: civil agreement

PURPOSE: To ensure the smooth functioning of the Alliance office in respect to coordination of local and international consultants' service, stationery provision, travel organization and travelers' support and general office support.

REQUIREMENTS:

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RESPONSIBILITIES:

1. Processing Documents for Local and International Consultants:

- Process documents for consultants' payments (agreements, specifications, acts of acceptance).
- Verifies availability of all documents required for consultants, check compliance and accurateness of filling in the Terms of Reference (ToRs) as required by internal Policies and Procedures and Ukrainian legislation, etc.
- Enter consultants' data into the 1C system; ensure the correctness of the entered information.
- File and archive consultant documents (consultants' personal files, ToR, other).
- Prepare list of consultants to be submitted to Accounting team on a monthly basis.
- Prepare reports on ad hoc requests of the management.

2. Travel Support:

- Communicate with travelers to advise on business-trips arrangements;
- Consult staff on best available travel options, including tickets and hotels booking. Arrange booking;
- Analyze and check travel providers' offers and select the most efficient offer;
- Look for best cost efficient options for business travel;
- Manage travel invoices' payments;
- Analyze and monitor travel providers' services;
- Maintain the hotel database;
- Provide staff with requirements on visa requirements, including applications, invitation letters, documents to be submitted, etc.;
- Prepare letters of support for the Alliance staff travelling on business needs;
- Prepare invitation letters for the Alliance visitors: International Consultants, partner organizations personnel, overseas visitors if needed;
- Assist with provision of any other documents for international travel;
- Provide staff planning business-trip with information on basic security rules, emergency calls, cultural habits of the destination point, etc.

3. General Administration Support:

- Maintain databases (Admin service providers, contacts, other).
- Prepare payment documents related to Administration team.
- Copy, file and archive documents (ToRs, orders, agreements, etc.).
- Maintain filing systems on Admin activities ensuring that the data in them is accurate.
- Process documents (Payment Orders, ToRs, Acts of Acceptance, specifications, green forms and others if required).
- Supervise office driver and prepare the documents for monthly payment.

4. Office services

- Take the overall responsibility for stationary procurement, distribution and stock availability (stationary orders processing, dealing with stationary providers, etc).

5. Deputization:

- Substitute Administration Officers in their absence.

- Deputize Head of Administration team on issues related to the post holder's duties and responsibilities;

6. Others:

- Undertake other reasonable and related tasks.

REPORTS TO: Head of Administration team

COOPERATION WITH:

All units of the organization