



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

Senior 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

JOB PURPOSE: to ensure the efficient and smooth functioning of the administrative systems and procedures; to control and initiate procurement of administrative goods and services; to control over administration agreements; provide administration support on events’ arrangement, coordinating of corporate mobile connection.

Contract type: full-time, fixed-term

POSITION REQUIREMENTS:

- Minimum 3 years of administration experience.
- Higher education in administration/management, finance or related field.
- Developed problem-solving and decision-making skills.
- Developed 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: **Senior Administrative Officer**”.

Deadline for applications: 6 pm, February 18th, 2019.

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.

JOB DESCRIPTION

Job Title: Senior Administrative Officer
Department: Finance and Administration
Team: Administration
Position Type: fixed-term, full-time
Band: 4

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DUTIES AND RESPONSIBILITIES:

1. Financial management:
 - Control over administration contracts, which includes management of quality of goods and services provided, timely payments and monitoring of contracts' expiry date;
 - Initiating procurement of all administrative goods and services, which includes preparation of specification and evaluation criteria, proofreading of evaluation matrix; participation in meetings of tender committee and coordination of contracts' signature;
 - Verification of administrative payments which includes confirmation of correctness of budget line and active code; accuracy of the data; compliance with donor requirements and the Alliance policies; compliance with valid agreement and procurement procedures;
 - Preparation of budget, forecasts and variances explanation, and other internal reports; work with Audit in respect to Admin budget issues.
2. Ensure that administrative policies and procedures are updated, implemented and work properly.
3. Workshops, seminars, conferences arrangement:
 - Conducting administrative support on events' arrangement within Ukraine and abroad;
 - Researching venues market to identify opportunities for events;
 - Negotiating on conference service rates and quality conference services, conditions, event's location.
 - Verifying and negotiating on preliminary and final events' budgets on compliance with service providers' agreements and actual costs;
 - Verifying events budget and international hotel rates on compliance with Alliance procedures and policies.
 - Maintain Trainings Matrix: collecting data; being responsible for making appropriate changes;
 - Ensuring payments of training service providers' bills by the financial department and ensure completion of all trainings related financial documents;
 - Preparation reports on workshops, seminars, and conferences data (cost, number, project).
4. Mobile connection monitoring:
 - Control over mobile phone connection (limits on international calls and roaming according to Alliance procedures, and negotiation on discounts with mobile operator)
 - Ensure all eligible staff is equipped by mobile telephones and sim-cards;
 - Asset management of mobile devices;
 - Advise on cost-saving based on provided by mobile provider's optimization;
 - Preparation reports on mobile connection costs within different mobile providers.
5. Taxi services coordination:
 - Check taxi providers' monthly reports on compliance with valid agreements;
 - Ensure timely payments for taxi services;

6. Supervision of organization facilities:

- Check office rent monthly reports on compliance with valid agreements;
- Organization of internal movements, people placement and siting arrangements;
- Ensure timely payments for office rent services;
- Ensure proper functioning of organization's warehouse used for administrative purposes, including administration of the payments and general functioning conditions;
- Coordination of work with the archive, including keeping internal documents register, placing orders for extraction, placement and other operations with archive.

7. Other:

- Continuously improve professional and personal skills relevant to the job through self-training and development as well as corporate training courses.
- Undertake other duties as required

AUTHORITIES

Functional Authorities:

Admin policies, procedures, and processes
Admin team management

Budget Authority: Yes

SUPERVISION OF STAFF: 3 direct

REPORTS TO: Finance Director

COOPERATION WITH:

All units of the organization