



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

Personal Assistant to Executive Director

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.

POSITION REQUIREMENTS:

- Strong motivation to this kind of work.
- University degree.
- 1 year plus of working experience in international organization.
- Experience of successfully working with senior management (essential).
- Excellent oral and written communication skills in English, Ukrainian and Russian are essential.
- Analytical skills and attention to details.
- Good correspondence maintenance skills.
- High level of computer literacy (MS Office; 1 C is a plus).
- Excellent typing skills.
- Interest in healthcare and social issues related to it.
- Ability to develop quick understanding of the organization and ways of working, as well as to establish rapport with key people in the organization.
- Ability to manage multiple tasks and meet deadlines.
- Ability to use initiative and work with little direct supervision.
- Ability to maintain confidentiality.

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 “Personal Assistant to Executive Director”.

Deadline for applications: 6 pm, February 25th, 2021.

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.

International Charitable Foundation «Alliance for Public Health»

JOB DESCRIPTION

Job Title: Personal Assistant to Executive Director

Position Type: *full-time, open-ended*

Band: 4

JOB PURPOSE: to provide efficient and responsive administrative, organizational and logistical support to the Executive Director (ED), helping him to manage and prioritize his time, and effectively fulfill his role of leading one of the largest non-governmental organizations in Ukraine. Personal Assistant receives general direction from the ED, and interacts with directors and members of staff as well as Alliance Board members, wide range of in-country and international partner organizations. Personal Assistant must understand the responsibilities, needs and priorities of the ED which include overall strategic leadership for the Alliance; management of the organization and other directors (senior management team); representation and external relations; strategic planning and work planning; organizational development; fundraising, donor relations, initiation of special projects.

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DUTIES AND RESPONSIBILITIES:

GENERAL SUPPORT:

- Receiving the ED telephone calls and correspondence and responding, directing, or flagging them as appropriate (the Personal Assistant responds to routine questions and requests and refers higher level managerial requests to the ED and/or directors, as appropriate). Drafting letters in response to routine enquiries concerning ED's participation in external events, and other letters as appropriate.
- Checking / proof-reading documents submitted to the Executive Director, including draft letters to be signed by ED.
- Managing the ED's diary and appointments, sorting and filtering requests for the ED's time while ensuring strategic priorities are met in a timely manner.
- Coordinating the ED's travel plans, being a liaison with the administration team on travel arrangements and reporting for overseas visits, workshops and meetings. Ensure visa and travel logistics support is performed accurately and on time.
- Conducting weekly diary meetings with ED to discuss upcoming engagements, invitations and other requests.
- Planning conference calls and meetings, including scheduling and other logistical arrangements for domestic and international conference calls and meetings.
- Identifying the need for and assisting in the preparation of agenda materials for meetings which the ED attends. Liaising with relevant staff, external organizations as appropriate.
- Creating and modifying documents and presentations for internal and external use by the ED.

- Creating and maintaining files and records, maintaining a comprehensive electronic and paper filing system.
- Assisting in the preparation of budgets related to the ED, monitor expenditures, and report on variances.
- Performing special tasks / activities as directed by the ED, including the review, research, summarization or analysis of information. Doing some internet search, assisting with media analysis in the areas / on the occasions of ED involvement.
- Arranging local transportation when necessary.
- Ensuring guests meeting with the ED are well taken care of.
- Providing a service that is in line with the ED's work habits and preferences.

ASSISTANCE TO EXECUTIVE DIRECTOR IN MAINTANING HIS/HER WORK WITH SENIOR MANAGEMENT TEAM (SMT)

- Providing assistance to ED in formulating the agenda for weekly SMT meetings.
- Preparing and distributing a package of documents for SMT meetings; prepare the SMT meeting minutes and action points for responsible staff; participation in development of SMT quarterly plans.
- Maintaining and implementing SMT procedures, such as SMT Calendar and Rolling agenda.
- Keeping the update database on the SMT Decision on 'Shared files'.
- Providing other support to ED for maintaining relations with SMT and line-managing other directors.

ASSISTANCE TO EXECUTIVE DIRECTOR IN MAINTANING HIS/HER WORK WITH GOVERNING BODIES

- Providing assistance to ED in formulating the agenda for Governing Bodies meetings.
- Preparing and distributing a package of documents for Governing Bodies meetings; preparing the meeting minutes and action points.
- Keeping the up-to-date database, filing and achieving of the Governing Bodies Decisions on 'Shared files'.
- Providing other support to ED in maintaining relations with Governing Bodies.
- Ensuring, in cooperation with Legal team, that documentation related to the Alliance Governing Bodies is updated and appropriately filed.

RELATIONS WITH ALLIANCE SECRETARIAT (UK), KEY PARTNERS AND DONORS:

- Maintaining relationships with the contact persons in Alliance Secretariat, key partners and donor to ensure ongoing exchange of relevant documents and information.
- Maintaining operational communication with key donors and members of the Alliance constituency (International non-governmental organizations).
- Providing support for conducting regular stakeholders meeting and National Coordination Council meetings, prepare and send out invitations, prepare minutes of such meetings, ensure placing the relevant information on the Alliance web-site.

OTHER:

- Developing and maintain good working relationship at all levels, internally and externally, including in situations of pressurized environment, conflicting demands and busy work periods.
- Making recommendations as appropriate to other personal assistants and administrative assistants in the implementation of goals and objectives, compliance with policies and procedures, use of equipment and forms, improvement in work flow.
- Using opportunities of any down-time (for example, when the ED is absent) to explore and implement improvements to the way the ED office is managed.
- Representing the Alliance in appropriate format.
- Undertake other duties as required.