

## Secretary/Receptionist

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 300,000 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 provide technical advice, secretarial and administrative support to the Alliance staff and guests.

**Contract type:** civil contract.

### Requirements:

- Minimum 1 year of relevant experience.
- Higher education.
- Be able to use judgment, tact and discretion whenever appropriate.
- Be well organised and possess strong time-management skills.
- High level of interpersonal skills.
- Excellent verbal and written communication skills in Ukrainian, Russian and English.
- High level of computer literacy (MS Office).

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](mailto:vacancy@aph.org.ua). Subject line should contain “**Receptionist**”.

**Deadline for applications:** 6 pm, June 3<sup>rd</sup>, 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.***

## DESCRIPTION OF SERVICES

**Title:** Secretary/Receptionist  
**Department:** Finance and Administration  
**Team:** Administration  
**Contract Type:** civil agreement

**PURPOSE:** to provide technical advice, secretarial and administrative support to the Alliance staff and guests.

### REQUIREMENTS:

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### RESPONSIBILITIES:

#### 1. General Office Support:

- Answer telephone calls, arrange appointments, receive visitors and answer routine enquiries for information;
- Maintain, update, and distribute up-to-date contact details of Alliance Staff;
- Coordinate work with the archive, including keeping internal documents register, placing orders for extraction, placement and other operations with archive.
- Help maintain communication links with and between office staff, particularly when one or more of them is/are away from the office;
- Administrative support to directors;
- Work with office equipment;
- Assist in large amounts of typing, photocopying, faxing, collating, binding, etc. if required;
- Assist in distributing Alliance information materials (faxing, posting, e-mailing);
- Report to Head of Administrative Department on administrative issues to ensure efficient and smooth functioning of the Alliance's administrative systems and procedures.

#### 2. Staff Meetings Support:

- Invite staff for meetings;
- Logistic support of the meetings (ensure availability of conference rooms and provision of soft drinks, required stationary, other);
- Filling the meeting rooms with the necessary accessories;
- Take notes at Staff meetings, prepare minutes and disseminate it within Alliance staff.

#### 3. Administrative and Logistic Support:

- Process and handle incoming and outgoing post and courier packages, its registration, transfer to the appropriate structural unit;
- Act as the central point for incoming and outgoing e-mail box: [office@aph.org.ua](mailto:office@aph.org.ua);
- Maintain the incoming and outgoing chronological filing system (establishing new files, periodic production of directories, archiving, etc.);
- Book drivers for the staff and coordinate drivers' schedule;
- Assist in taxi ordering if required;
- Prepare administrative announcements for general distribution on "Kievstaff";
- Book conference rooms for the staff and coordinate schedule;
- Database maintenance of the consultants' contact information;
- Ensure timely e-mails with birthday congratulations to the Alliance staff.

#### 4. Other Tasks:

- Undertake other reasonable and related tasks.

### REPORTS TO:

Head of Administrative Department