

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

Administrative specialist

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 flawless legal support to the organization activity. Ensure compliance to local legislation, donor requirements and internal rules and regulations, conduct legal researches; manage legal work and draft legal documents.

Contract type: civil contract

Core Requirements:

- Minimum 1 year of administration experience.
- Higher education in administration, finance or related field.
- Problem-solving skills.
- Organizational and 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, 1C).

We offer: work in a dynamic organization with encouraging working environment, attractive remuneration and benefits package, opportunities for professional and career development and growth.

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 specialist HCT”.

Deadline for applications: 6 pm, May 31st, 2022.

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 vulnerable groups devoted to Public and Personal Health issues.

Description of Services

Title: Administrative specialist
Department: Finance and Administration
Team: Administration
Contract Type:

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:

- Minimum 1 year of administration experience.
- Higher education in administration, finance or related field.
- Problem-solving skills.
- Organizational and 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, 1C).

RESPONSIBILITIES:

1. Processing Documents for Local and International Consultants:

- Process documents for consultants' payments (agreements, specifications, acts of acceptance).
- Verify 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. General Administration Support:

- Collect local documents (invoices, acts of acceptance, etc.) and place for signatures;
- Work with office equipment;
- Assist in large amounts of typing, photocopying, faxing, collating, binding, etc. if required;
- Report to Head of Administrative Team on administrative issues to ensure efficient and smooth functioning of the Alliance's administrative systems and procedures;
- Assist in other Administrative Team procedures.
- Maintain databases (Admin service providers, contacts, other).
- 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).
- Assist in travel support.
- Scan all the payment documents related to Administration team and attach them to 1C system.

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;
- Control over timely processing and payment of training service providers' bills and ensure completion of all trainings related financial documents;
- Preparation reports on workshops, seminars, and conferences data (cost, number, project).

4. Deputization:

- Substitute Administration Officers in their absence.

5. Others:

- Undertake other reasonable and related tasks.

AUTHORITIES

Functional Authorities:

As indicated in duties and responsibilities

Budget Authority: No

SUPERVISION OF STAFF: No

REPORTS TO: Head of Administrative Department

COOPERATION WITH: All units of the organization