

## **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 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 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 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.
- Experience in staff supervision is an advantage.
- 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](mailto:vacancy@aph.org.ua). Subject line should contain «**Administrative Officer**»

**Deadline for applications:** 6 pm, March 20<sup>th</sup>, 2023.

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:

- Minimum 1 year of administration experience.
- Higher education in administration, finance or related field.
- Problem-solving skills.
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### 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:
  - 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.
  - Scanning all the payment documents related to Administration team and attach them to 1C system.
3. Administration of office supplies:
  - inventory monitoring
  - ordering stationery, household chemicals, etc
  - communication with suppliers;
  - submission of applications for payment in 1C, control over the closing of orders with expenditure documents;
  - assistance in the preparation of tender specifications for procurement administration;
4. Archiving of documents:
  - communication with the Contractor for the provision of archival services;
  - preparing shipments to the archive company, calling the courier
  - entering invoices for storage services in 1C. Control of the signing of the act in Vchasno.
5. Administration of the company's transport costs:
  - Control of the use of maps by teams

- Creation of reports, their correction for further transfer to teams and accounting for advance reports.
  - Communication with NGOs and team members using the organization's vehicles.
  - Control of the use of maps by teams of Humkonvoy, MTP, TBC and others (on request)
  - Creation of reports, their correction for further transfer to teams and accounting for advance reports.
6. Deputization:
- Substitute Administration Officers in their absence.
7. 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 Team

**COOPERATION WITH:** All units of the organization