

DESCRIPTION OF SERVICES

Title: Project Assistant to the Eastern and Central European and Central Asian Commission on Drug Policy (ECECADC) related activities

Team: International Programs

Department: Program

Contract type: civil contract for one year with possibility of extension

PURPOSE: to provide programmatic and administrative support as well as effective general assistance to ECECADC activities.

The Eastern and Central European and Central Asian Commission on Drug Policy was established in November 2021 by a group of high-level leaders, including former Heads of State, politicians, scientists, diplomats and philanthropists from the region.

The ECECADC is inspired by the Global Commission on Drug Policy, and works in close collaboration with it. The ECECADC aims to inspire an open debate, and promote evidence-based drug policy approaches across the region. The Commission will focus on the specific needs and issues for the Eastern Europe and Central Asia region.

The Commissioners are regional leaders from different professional arenas, and have come together through an awareness of the failure of the current drug control regime – and the urgent need to advocate for drug policies based on scientific evidence, human rights, public health and security.

Project Assistant will combine the necessary administrative, budget, and communication support functions to support ECECADC activities.

REQUIREMENTS:

- Minimum 1 year working experience on the relevant position (within an international organization will be an advantage).
- High University Degree. Relevant University degree (Political Science, International Relations, Public Health, Social Science etc.).
- As an advantage will be previous experience in preparation of business trips documents, initial financial requests, financial reports on conducted events; experience in execution of financial documents to conduct payment for consultants' services;
- Good command of written and spoken English, Ukrainian, and Russian.
- High level of computer literacy and excellent typing skills. Experience with 1C program is a plus.
- Analytical skills and attention to details. Ability to perform assigned tasks independently. Ability to meet tough and multiple deadlines.
- Strong commitment to human rights and public health based drug policies with particular focus on Eastern Europe and Central Asia.
- Any relevant experience on drug policy in the EECA region will be an extra advantage.

DUTIES:

1. Providing of a general administrative support to the one of the regional Project aimed at promoting drug policy reform in the countries of the EECA region.
2. Conduct regular communication with all external partners and stakeholders as well as with the Alliance's colleagues and respective departments in order to ensure all administrative support in time and accordingly to the procedures.
3. Organize circulation of documents in project.
4. Prepare package of documents for organization of the project events (trainings, workshops, working meetings, expert groups, project proposals review committees, round tables, media and PR events etc.) and manage documents circulation on the events (preparing and submitting logistic requests, coordinating participants' invitation and selection, preparing the participants list with relevant information, preparing documents package for logistic payments, gathering and generalizing participants' feedback on events if required, completing final report on the event as well as documents package for the final payment, documenting the event (photo, protocol etc.), monitor an event if required by Project manager

5. Take part in trainings, workshops and working meetings preparation, assist during trainings delivery, if needed—developing minutes of the meetings.
6. Monitor submission of project proposals to the Alliance. Keep record on the submitted proposals, relevant communications on Calls for Proposals as well as other assistance upon request.
7. Monitor timely submission of reports by contractors and consultants and control their compliance with the Alliance reporting standards throughout reporting period.
8. Maintaining and monitoring filing system regarding the project.
9. Translate correspondence, documentation and other relevant materials needed for the project team.
10. Organize and provide coordination to visits of project team staff and external experts. Prepare documents' package for the visits of the project team staff and external experts in accordance to the Alliance procedures.
11. Maintain and monitor sub-grantees and other relevant databases.
12. Collect and analyze information needed for the operation of the project team.
13. Prepare and process documents for the project team consultants, arrange and monitor relevant payments.
14. Coordinate information updates at <http://ececacd.org> and in social media
15. Undertake other reasonable and related tasks identified by the Project Manager requir
16. ed for the successful activity of the project as necessary for the fulfillment of strategic objectives.

Recommendations from previous places of work will be a plus.

HOW TO APPLY: Interested candidates are invited to apply by sending their CVs and motivation letters in English to the address olena.kucheruk@ececacd.org by July 26, 2023.

REPORTS TO: Secretary of ECECAD