

Title: **Project and Reporting Assistant**

Provided by: **International Foundation for Electoral Systems (IFES)**

Location: **Kyiv, Ukraine**

Starting date: **August 15, 2017**

The International Foundation for Electoral Systems (IFES), a non-profit international organization, supports citizens' right to participate in free and fair elections. Our independent expertise strengthens electoral systems and builds local capacity to deliver sustainable solutions. As the global leader in democracy promotion, we advance good governance and democratic rights by providing technical assistance to election officials, and by empowering the underrepresented to participate in the political process. Since 1987, IFES has worked in over 145 countries - from developing democracies, to mature democracies.

IFES works to foster discussion on electoral law reform, build the capacity of civil society to analyze and advocate on election law issues, ensure Ukraine's ability to enact critical political finance reforms through assistance to the National Agency for the Prevention of Corruption (NAPC), and strengthen the capacity of election officials through technical assistance to the Central Election Commission (CEC). IFES support has focused on both the process and content of reform by promoting inclusive dialogue among stakeholders and providing technical assistance in the development of legislation consistent with international and European standards. Dovetailing with election law reform is the objective to improve transparency and oversight of political finance. IFES has been directly involved in the conceptualization and drafting of reform legislation, including recent efforts to reform the Law on Local Elections and comprehensive political finance reform. In addition, IFES is working with local civil society organizations to develop and promote measures that address women's underrepresentation in Ukrainian politics and make local and national elections more accessible to persons with disabilities.

IFES is a leader in the field of public opinion research in Ukraine. Since 1994, IFES has conducted 25 nationwide public opinion surveys in the country, examining socio-political issues, and attitudes towards elections and democracy, among other topics. Data from these surveys have enabled IFES to focus its technical assistance and to provide valuable and up to date information and analysis to donors and researchers

**IFES is seeking qualified applicants for the position of Project and Reporting Assistant. The Project and Reporting Assistant will play a key role in supporting the work of IFES related to civil society advocacy, training, and legal reform efforts.**

**MAJOR DUTIES AND RESPONSIBILITIES:**

- Providing assistance and logistical support in relation to organizing meetings, conferences, workshops and training activities for stakeholders and partners;
- Drafting and editing documents including: promotional/background materials, IFES external communications, internal and donor reports, project reports and project correspondence in

both English and Ukrainian;

- Conducting basic research and providing general support in development of new program activities in the areas of civil society development, gender and civic education;
- Developing and maintaining good relationships with stakeholders and partners;
- Planning and expediting travel and accommodation arrangements for IFES staff throughout Ukraine;
- Maintaining files and collecting monitoring & evaluation data for activities;
- Translating written documents and providing verbal interpretation for staff as required;
- Other duties as assigned.

#### **SKILLS and SPECIFICATIONS**

- The ability to remain organized while handling multiple tasks under tight deadlines;
- Ability to complete tasks with supervision;
- Excellent communication skills in order to be able to work with IFES program and administrative staff to identify and resolve issues;
- Willingness to adhere to all principles of confidentiality;
- Must value operating in a collaborative and cooperative environment;
- Ability to show initiative, good judgment, and resourcefulness.

#### **EDUCATION and QUALIFICATIONS**

- Bachelor's Degree in relevant field required;
- 1-3 years' of relevant experience;
- Prior experience organizing events and logistics;
- Knowledge of political issues and elections preferred;
- Excellent English and Ukrainian language writing skills;
- Working level proficiency in Word and Excel;

**LANGUAGE SKILLS:** Proficiency in English, Ukrainian, and Russian languages required.

All qualified applicants/employees will receive consideration for employment/promotions and will not be discriminated against on the basis of disability, sex, sexual orientation, gender identity, age, race, color, religion, national origin, veteran status, or any other legally protected characteristic. IFES encourages people with disabilities and from other diverse backgrounds to apply.

Interested candidates are invited to submit their CV and letter of interest, with "Application for Project and Reporting Assistant" in the subject line, to Natalia Tarasiuk at [ntarasiuk@ifes.org](mailto:ntarasiuk@ifes.org) no later than July 24, 2017.