

Title: **Administrative Assistant (consultancy)**

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

Expected starting date: **March 1, 2018**

IFES is a non-profit, non-partisan international organization. As the global leader in democracy promotion, IFES advances good governance and democratic rights by providing technical assistance to election officials; empowering the underrepresented to participate in the political process; and applying field-based research to improve the electoral cycle. Since 1987, IFES has worked in over 135 countries, from developing democracies to mature democracies.

Since 1994, IFES has played a significant role in promoting electoral, administrative and legal reform in Ukraine. In cooperation with partners in Ukrainian civil society and the Central Election Commission (CEC), IFES is working to foster dialogue on electoral reform, build the capacity of local NGOs, institutionalize best practices in training election officials and ensure more equal representation in the electoral process for disadvantaged populations, especially women and persons with disabilities.

Under the parliamentary, presidential and local election laws, the Central Election Commission (CEC) of Ukraine is responsible for providing training to members of lower level election commissions. Specialized Training Unit was established in 2013 to strengthen CEC secretariat capacity to create training plans, develop standardized curricula and materials, design and implement monitoring and evaluation systems. During the last electoral events the Training Unit in collaboration with IFES planned, organized and carried out a cascade training program for election commissioners throughout the country.

In continuation of institutional development, in May 2016 the CEC and IFES established Joint CEC-IFES Administrative Center for Trainings of Election Process Participants (Training Center). **IFES is seeking qualified applicants for the position of Administrative Assistant for the Training Center. The Administrative Assistant will play a key role in supporting the work related to the training and capacity building of election officials.**

This position is expected to begin on March 1, 2018 and will continue beyond February 28, 2019 with possible extension.

Job Responsibilities:

Under the direction of the Director of Training Center, the Administrative Assistant will have the following responsibilities:

- Organizing the recruitment of permanent and temporary staff;
- Providing assistance and all logistical support to the organization of workshops and training activities;
- In close collaboration with IFES Administrative staff provide financial and procurement assistance to Training Center;

- Drafting and editing documents including: promotional/background materials, reports and correspondence in both English and Ukrainian;
- Conducting basic research and providing general support in programs development process;
- Assisting in the preparation and implementation of conferences and meetings;
- Developing and maintaining good relationships with stakeholders and partners;
- Coordination of work with various NGOs and trainers;
- Planning and expediting travel and accommodation arrangements for staff throughout Ukraine;
- Maintaining files and collecting monitoring & evaluation data for activities related to programs implementation;
- Translating written documents and providing verbal interpretation for staff as required.

Qualifications:

- Bachelor's degree in a relevant subject
- Experience in trainings, organizational skills
- Experience in logistics, accounting, procurement
- Strong time management skills and proven ability to meet deadlines under pressure
- Excellent verbal and written English, Ukrainian and Russian skills are required
- Skilled communicator, both verbally and in writing
- Detail-oriented and highly organized
- Collaborative, team-oriented individual
- Proven ability to prioritize and handle multiple tasks under tight deadlines
- Good computer skills

Interested candidates are invited to submit their CV and letter of interest, with "Application for Administrative Assistant" in the subject line, to Viktoria Opryshko at vopryshko@ifes.org no later than February 4, 2018. Select candidates will be invited to participate in face-to-face interviews, conducted in the English language.