



POSITION ANNOUNCEMENT

Chemonics International Inc., an international development consulting firm, seeks a Ukrainian professional to fill-in the following position within the USAID *Nove Pravosuddya* Justice Sector Reform Program (the New Justice or the Program) in Ukraine:

Operations Manager

Duties and Responsibilities:

The Operations Manager is responsible for a wide range of aspect including human resource, operational activities, carries out daily oversight of the Program's logistical and administrative staff, procurements, policies and procedures, compliance with local law, record-keeping, design and implementation of administrative systems. In addition, the Operations Manager is responsible for supporting various activities related to financial management, contractual compliance and reporting. In particular:

- Assist Program leadership in administration of day-to-day activities, including coordination of routine office operations, overseeing administrative and logistical aspects of technical programming, office maintenance.
- Manage human resource procedures relating to local staff and experts, including recruitment and onboarding processes, preparation and revision of scopes of work, maintaining personnel files, drafting and updating employment agreements, policy documents in coordination with corporate compliance teams and assisting the finance team with processing payroll.
- Supervise administrative and logistical staff, coordinate with finance team on activities relating to financial reporting, cash management and budgeting.
- Oversee office and Program procurements, personnel policies, procedures and recordkeeping systems.
- Support Chemonics and Program corporate registration and operations in Ukraine.
- Perform other tasks consistent with qualifications and Program requirements.

Job Qualifications:

- At least five years of experience in office management and/or international technical assistance operations, including oversight of human resource management, procurements/logistics and administrative support.
- Bachelor's or equivalent degree in business, management, or other relevant discipline.
- Knowledge of USAID policies and procedures is preferred.
- Available for travel (including overnight stays for up to several days within Ukraine and abroad) as required.
- Ability to work with MS Office Suite required.
- Demonstrated leadership, versatility, and integrity.
- Proficient English and fluent Ukrainian language skills (oral and written) is required.

The position will be based in Kyiv, Ukraine.

Application Instructions: Please send a CV and a brief cover letter in English to office@new-justice.com. Please include the position title in the subject line. Candidates will be reviewed on a rolling basis until the position is filled. No telephone inquiries, please. Short-listed candidates will be contacted.

Application Deadline: October 31, 2020 at 6 P.M. Kyiv time.

Chemonics is an equal opportunity employer and does not discriminate in its selection and employment practices on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, gender identity, marital status, disability, genetic information, age, membership in an employee organization, or other non-merit factors.