

POSITION ANNOUNCEMENT

Chemonics International Inc., an international development consulting firm, seeks a highly qualified Ukrainian professional for the following short-term position on the USAID Nove Pravosuddya Justice Sector Reform Program in Ukraine (New Justice):

Administrative Assistant

Duties and Responsibilities:

- ◆ Assist in carrying out day-to-day duties and tasks in matters arising in the process of the High Qualifications Commission of Judges of Ukraine (HQCJ) candidates' selection process.
- ◆ Assist in resolving technical, logistical, and administrative issues that may arise.
- ◆ Provide support to the staff in meeting administrative and office needs.
- ◆ Organize and schedule meetings and appointments.
- ◆ Carry out administrative duties such as filing, typing, copying, binding, scanning.
- ◆ Organize travel and accommodation arrangements in close coordination with New Justice and other donors.
- ◆ Collect, store, and manage receipts, invoices and other documents associated with the travel, accommodation, and work.
- ◆ Ensure proper storage of files containing sensitive and/or restricted information, including personal data, in coordination with other team members.
- ◆ Provide general support to experts and visitors.
- ◆ Provide information by responding requests.
- ◆ Maintain and order the necessary office supplies.
- ◆ Answer and forward phone calls.
- ◆ Maintain communication and cooperation with Ukrainian counterparts.
- ◆ Perform other administrative duties as assigned.

Job Qualifications:

- ◆ Bachelors or equivalent degree in logistics, accounting, finance, business, economics or other relevant discipline from a Ukrainian university required.
- ◆ Up to one year of experience in administrative assistant, accountant, logistics support, events preparation or similar position required.
- ◆ Knowledge of basic bookkeeping; excellent computer skills; excellent written and verbal communication skills.
- ◆ Ability to multitask, prioritize, and manage time efficiently, to pay strict attention to detail.
- ◆ Ability to speak and write clearly in English and Ukrainian required.
- ◆ Availability to travel (including overnight stays for up to several days) required.
- ◆ Previous USAID or other international donor experience preferred.

Application Instructions: Please send a CV and a brief cover letter in English in the email body to office@new-justice.com. Please include the name of the position in the subject line of application message (**Administrative Assistant**). 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: September 22, 2021, 6:00 pm 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.