**Job Description**

**Administrative Assistant**

**The EU Anti-Corruption Initiative in Ukraine (EUACI)**

*The EUACI is launching a new phase 2024-2027 and is looking for an Administrative Assistant*

*At the EUACI, we are making a difference in preventing and fighting corruption in Ukraine. We are working with the main anti-corruption stakeholders. We work with the government and the parliament, the anti-corruption institutions, the Ministry and Agency of Restoration, the Integrity Cities and civil society and media. We provide strategic capacity building, institutional and legislative support. We are bringing the best international anti-corruption expertise to Ukraine.*

*If you comply with the conditions below and want to be part of a fascinating workplace with dedicated and hardworking colleagues that want to do their part to create an even better society with less corruption then send us your application to* *euaci@um.dk* *before 5 January 2024.*

**The EUACI**

The EUACI is a joint EU and Government of Denmark financed programme aimed at supporting Ukraine in its efforts to reduce corruption at the national and local level through the empowerment of citizens, civil society and state institutions. In January 2024, a new phase of the EUACI is launched. The strategic objectives are that: Corruption in Ukraine is reduced; Ukraine advances with anti-corruption reform; and Reconstruction in war-affected areas of Ukraine is implemented within a framework that incorporates transparency, accountability and integrity.

The EUACI has four intervention areas, namely:

* Support to independent state institutions fighting and preventing corruption;
* Transparency and accountability of the reconstruction process;
* Support cities in war-affected areas in enhancing integrity in the reconstruction process;
* Civil society and media in preventing and fighting corruption.

**The position**

Title: Administrative Assistant

Place of service: The EUACI office in Kyiv.

Contract: We offer a contract for a fulltime position with the Danish embassy.

Conditions: A salary according to qualifications and embassy staff policy and a benefit package as for embassy staff, including performance bonus, health insurance and five weeks of paid holidays.

Team: The Administrative Assistant is part of the Administration team

**Area of Responsibility/tasks**

* Carry out the office’s day-to-day administrative requirements, including (but not limited to) liaising on various programme activities with all staff.
* Managing the office mailbox, including distribution of post and ensure deadlines are kept
* Work with program staff to coordinate work activities, meet deadlines and provide support where needed.
* Responsible for archiving, including maintenance of filing structure, case creations and assistance to colleagues. Super user/Focal point for P360
* Assist in the orientation of new staff and consultants
* Assist with translation and interpretation related to the program
* Taking Minutes - internal and external meetings
* Assist in arranging travels and hotel bookings for staff and third parties
* Provide ad hoc support as to translation and interpretation (Ukrainian-English).
* Carry out the function of Personal Assistant (PA) for the Head of Unit
* Perform other duties as requested by the Management Team and/or the Head of Administration

**Demand Profile/Qualifications**

* Undergraduate degree in law, international relations, social sciences, public administration or another similar field is required.
* 3 - 5 years of professional experience, ideally in a programme support function preferable within international settings
* Excellent written and verbal communication skills
* Good knowledge of Microsoft Word, Excel, PowerPoint etc.
* A self-starter, able to identify improvements to working practice, make recommendations and implement changes
* Service-minded and helpful. Excellent interpersonal skills and ability to work constructively with all staff
* Proven ability to see through tasks, set and deliver results
* Ability to work under pressure with tight deadlines, flexibility and an entrepreneurial spirit
* Fluency in Ukrainian and English is required
* Keen sense of ethics, integrity, and credibility

**Deadline for applications**

Interested candidates should submit their applications and CV to euaci@um.dk before close of business on 5 January 2024. Please write in the email subject “Application for Administrative Assistant”

Bidding language: English