**Job Description**

**Head of Administration**

**The Management Unit of the EU Anti-Corruption Initiative in Ukraine (EUACI) and the EU4Reconstruction Stream II (Denmark)**

*The Management Unit of the EUACI and the EU4Reconstruction (Denmark) is looking for a Head of Administration.*

*If you comply with the conditions below, if you are a dynamic, professional and service-oriented administrator with management experience 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 then send us your application to* [*euaci@um.dk*](mailto:euaci@um.dk) *and* [*irylaz@um.dk*](mailto:irylaz@um.dk) *before 12 September cob.*

**The Management Unit**

The Management Unit is encompassing two EU programs that are being implemented by the Government of Denmark (the EUACI and the Danish part of the EU4Reconstruction) and a joint administrative support team divided in a finance component and an administrative component. This position is for the head of the administrative component with 3-4 staff members. When fully established, the Management Unit will include around 35-40 staff members.

**The EUACI**

The EUACI has existed since 2017 and 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. 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 EU4Reconstruction**

The EU4Reconstruction is a new Team Europe program including the EU-Delegation and EU Member States divided in two workstreams – workstream 1 that is implemented by Germany/GIZ in cooperation with France and is responsible for capacity building of the Ministry of Development, local authorities (smaller cities) and support to NGO’s – and workstream 2 implemented by Denmark in cooperation with Lithuania/CPVA (Central Project Management Agency) that is responsible for:

* Capacity building support to the Agency of Restoration;
* Capacity building support to local authorities, bigger cities.

**The position**

Title: Head of Administration

Place of service: The EUACI/EU4Reconstruction office in Kyiv.

Contract: We offer a contract for a fulltime managerial position with the Danish embassy. All staff will have to pass a security check.

Contract duration: The Head of Administration will formally be attached to the program EU4Reconstruction (Denmark) that will end in June 2028.

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 Head of Administration is head of an administrative team of 3-4 staff and refers to the Head of the Management Unit and is part of the Management Team.

**Area of Responsibility**

The successful candidate should:

* Lead a team of 3-4 staff, provide guidance and quality control and ensure staff development and motivation in an atmosphere of trust and corporate spirit.
* Lead and oversee the management of human resources of the Management Unit and its programs, including support to recruitment and onboarding, assist in identifying competence development activities of all staff, support in organizing staff seminars and improve internal communication.
* Provide guidance to all staff in order to ensure compliance with administrative policies, including archiving, mandatory courses, time registration etc.
* Contribute to improving the efficiency of internal processes and procedures, as well as overseeing their implementation.
* Facilitate the organization of and contribute to the agenda setting of meetings of the governance structures (executive and steering committee meetings).
* Partner with the Head of the Management Team in preparation and follow-up on regular management team meetings.
* Support program reporting and evaluation together with the M&E expert and external MEAL team, ensuring accuracy and timelines.
* Serve as focal point for administrative coordination with CPVA and EU4Reconstruction Stream 1.
* Liaise with the Danish embassy concerning certain staff issues, including contracts, safety measures etc.
* Oversee office facilities and relocation, ensuring an efficient transition to larger premises in the coming months.
* Collaborate closely with the finance team when relevant.
* Contribute to security awareness and safety measures together with the security expert.
* Together with other administrative staff provide other administrative support to the two programs as requested by the Head of the Management Unit.

**Requested Profile/Qualifications**

* Relevant university degree.
* Experience from a similar position as Head of Administration or Head of Secretariat.
* A minimum of 5 years of experience in the areas of human resources, compliance, managing of administrative and organisational work.
* Experience working in an international program will be considered as an asset.
* Fluency in Ukrainian and English language is required.

**Personal qualifications**

* Be an inspiring person who shows leadership, takes initiative, optimizes procedures, contributes to the corporate spirit and ensures that the administrative staff are delivering their very best.
* Be service-minded and flexible and ready to assist colleagues.
* Possess a keen sense of ethics, integrity, and credibility.
* Ability to work under pressure with tight deadlines, flexibility, and an entrepreneurial spirit.

**Deadline for applications**

Interested candidates should submit their applications and CV to [euaci@um.dk](mailto:euaci@um.dk) and cc [irylaz@um.dk](mailto:irylaz@um.dk) before close of business on 12 September. Please write in the email subject “Application for Head of Administration”.