

Project Assistant

“Support to National Dialogue for Reforms, Justice and Development”- Extra Budgetary Project

Tasks:

Under the direct supervision of the National Project Officer, the Project Assistant performs the following duties:

1. Assists in managing projects in the OSCE Third Dimension:

- Assists in the programmatic management of IP, supplier, special service agreements. Assists in the preparation of terms of reference, selection of service and goods providers, and in the verification of financial reports.
- Arranges travel, accommodation, official travel authorizations and travel claims for OSCE and non-OSCE officials.
- In support of activities, drafts letters of invitation, participant lists, agendas and other materials; communicates with participants and speakers to confirm their participation and responds to their requests; arranges meeting facilities and audio-visual and other equipment.
- gathers and compiles data for project monitoring and evaluation.

2. Prepares and maintains documentation for the programme

- translates documents
- maintains files, documents, contact lists, etc.
- handles correspondence

3. Oversees flow of internal procurement approval:

- Raises and updates purchase requisitions (in IRMA)
- Confirms that services or goods were delivered (in IRMA)

4. Other duties as assigned:

- in particular, perform similar duties for other project personnel

Requirements:

- Completed secondary education, supplemented by formal training in administration
- Minimum four years' experience in administrative or project work, preferably in an international environment.
- Computer literacy with Microsoft Applications practical experience; IRMA working experience would be an asset
- Excellent oral and written communication skills in English, Ukrainian and Russian
- Ability to work with people of different nationalities, religions and cultural backgrounds.

This position is for residents of Ukraine only. Please use the online application system provided at www.osce.org/employment; the Vacancy Number is **VNUKRG00345**. The deadline for application is **30 August 2015**. Applications received after the published deadline will not be considered. Only short-listed candidates will be contacted.

The OSCE retains the discretion to re-advertise the vacancy, to cancel the recruitment, to offer an appointment with a modified job description or for a different duration.

The OSCE is committed to diversity and inclusion within its workforce, and encourages qualified female and male candidates from all national, religious, ethnic and social backgrounds to apply to become a part of the organization.

Please be aware that the OSCE does not request payment at any stage of the application and review process.