

The OSCE is seeking a qualified and motivated person to fill the position of:

PROJECT ASSISTANT

“Transboundary Co-operation and Sustainable Management in the Dniester River Basin” project

Background:

This is a part-time post financed from the Extra Budgetary “Transboundary Co-operation and Sustainable Management in the Dniester River Basin” project. The post extension is subject to availability of funds.

Tasks:

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

- Organizes meeting, workshops and provides logistical support to project activities (travel arrangements, hotel bookings, air tickets, reimbursement of costs for participants, translations, recruitment, etc.);
- Assists the Project Manager in implementation of projects in the sphere of environmental security and protection in Eastern Europe;
- Assists in drafting of projects related reports, including financial reports and correspondence;
- Liaises with representations of international entities in Ukraine, Ukrainian governmental institutions and NGOs, international and local experts. When required provides translation and interpretation services;
- Performs other relevant duties as assigned.

Requirements:

- Completed secondary education, supplemented by formal studies in office technology or social sciences;
 - Minimum 4 years of working experience in administrative or project organization and management, preferably in an international environment;
 - Excellent written and oral communication skills in English, Ukrainian and Russian;
 - Computer literate with practical knowledge of Microsoft packages, IRMA working experience would be an asset.
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This position is for residents of Ukraine only. We strongly encourage applicants to use the online application system provided at www.osce.org/employment; the Vacancy Number is **VNUKRG00371**. The deadline for application is **23 February 2016**. Applications received after the published deadline will not be considered. Details of the assignment and contract may be further discussed during the interviews.

The OSCE is committed to achieving a better balance of women and men within the Organization. Both male and female candidates are encouraged to apply.

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

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