

Individual ToR for the Recovery and Reform Delivery Office

POSITION: ADMINISTRATIVE ASSISTANT (CATEGORY 3)

ToR Date of Issuance: February 26, 2024

Due Date for Applications: March 11, 2024

1. Objective(s) and linkages to Reforms

The Recovery and Reform Delivery Office (RDO) is one of the main cornerstones of the Ukraine Recovery and Reform Architecture Programme (URA)¹. It is placed in the Cabinet of Ministers of Ukraine and serves as an advisory body to the CMU, coordinating and analysing the processes of reforms implemented by the Ukrainian administration.

Administrative assistant will assist the RDO Executive Director with day-to-day administrative tasks and provide organizational and logistical support to the RDO team.

2. Position and reporting line

The consultant will be reporting to the RDO Executive Director.

3. Duration and proposed timeframe

The initial consultancy assignment is expected to start on April 1, 2024, and has an estimated duration till August 2025. Subject to the availability of funding, the performance of the selected consultant and the specific needs of the RDO, this appointment may be extended.

It is an obligatory requirement for candidates to be physically present in Kyiv.

4. Main Duties and Responsibilities

- Performing daily administrative services to ensure efficient operation of the RDO;
- maintaining RDO calendar, scheduling meetings and appointments;
- making necessary travel arrangements for RDO project managers' business trips;
- processing correspondence, systematizing, and maintaining office files, both physically and virtually;
- preparing meeting materials, making and sharing minutes with stakeholders for timely decision-making;
- providing translation support (Ukrainian- English/English –Ukrainian);
- providing material and technical support, incl. procurement of goods and services for the office;
- making inputs to regular reports to donors in a required format;
- providing support to RDO consultants with monthly reporting;
- supporting preparation of RDO internal documents preparation when needed;
- assistance with the development of presentations and spreadsheets, collection and updating of data;
- assistance with the recruitment process;
- performing ad-hoc tasks upon request of RDO project managers.

¹ Ukraine Recovery and Reform Architecture (URA) is a comprehensive technical assistance programme deployed by the European Bank for Reconstruction and Development (EBRD), in partnership with the European Union, to support critical reform processes in Ukraine. URA is financed from the Ukraine Stabilisation and Sustainable Growth Multi-Donor Account (MDA) managed by the EBRD.

5. Qualifications, Skills, and Experience

5.1 Qualifications and skills

- At least a Bachelor's degree. Master's degree is an asset;
- fluency in Ukrainian and English;
- solid verbal and written communication skills;
- digital literacy, e.g., MS Office Suite, Google Workspace, etc.

5.2 Professional experience

- Preferably more than 5 years of general professional experience, minimum 1 year of experience relevant to the position, including administrative/project management support in international technical assistance projects, international organizations, non-governmental organizations, public service, business consultancy, etc.;
- experience in facilitating communications, scheduling meetings, and information management;
- knowledge of office and communication practices and procedures.

5.3 Other experience:

- Proven by relevant experience or training:
 - understanding of reform and recovery agenda in Ukraine and policy formulation processes;
 - strong planning and team management skills;
- experience in cooperation with government bodies, knowledge of their mandate and processes.

6. Funding Source

The funding source of this assignment is the EBRD Ukraine Stabilisation and Sustainable Growth Multi-Donor Account (MDA). Contributors to the MDA are Austria, Denmark, Finland, France, Germany, Italy, Japan, the Netherlands, Norway, Poland, Sweden, Switzerland, the United Kingdom, the United States, and the European Union.

Please note that selection and contracting will be subject to the availability of funding.

7. Submissions

Submissions must be prepared in English only and delivered electronically by March 11, 2024 to the following address: rdo@kmu.gov.ua with a copy to rdo.teem@gmail.com

All submissions must include:

- Completed, signed, and scanned/photographed [Application Form](#);
- completed, signed, and scanned/photographed [Non-Disclosure Agreement Form](#);
- applicant's CV;
- at least one reference letter from a recent supervisor/manager (in English, or Ukrainian with English translation), signed by the referee and scanned/photographed;
- contact details for two further referees who, if contacted, can attest to the professional and/or educational background of the candidate.

Only applications that have been submitted using the correct template and are fully completed will be considered.

8. Selection Procedure

Following the evaluation of all applications received, selected candidates may be invited to a written test. Only shortlisted candidates will be invited to an interview.