**Programme Administrative Associate**

**EU Anti-Corruption Initiative (EUACI), Ukraine, Phase II 2020-2024**

1. **Preliminary**
   1. Short background:

The Danish Ministry of Foreign Affairs is looking for a Programme Administrative Associate for the EU Anti-Corruption Initiative (EUACI) in Ukraine implemented by the Ministry of Foreign Affairs of Denmark (MFA) on behalf of the EU.

1. **The Programme**

Corruption remains endemic in Ukraine and is an impediment to democratic development in the country, which is one of the major objectives of EU and Danish Neighbourhood policy. Thus, anti-corruption in Ukraine is a high political priority for EU and Denmark and is a foundation for other ongoing Danish and EU support to the country.

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, businesses, and state institutions. In May 2020, the EUACI entered into its Phase II that runs until mid-2024.

The overall objective of the EU Anti-Corruption Initiative Phase II is to improve the implementation of the Ukraine’s anti-corruption policy by supporting the key anti-corruption state institutions: strengthening oversight of reform implementation by Parliament; and at national and local level supporting civil society, investigative media, business and local governments, thus substantially improving Ukraine’s overall performance in the fight against corruption.

1. **The Position**
   1. Title: Programme Administrative Associate
   2. Place of service: EUACI, Kyiv.
   3. Terms of Employment according to MFA staff rules and contract with the Embassy of Denmark.
   4. Area of responsibility/tasks:

* Carry out the program’s day-to-day administrative and logistical requirements, including, but not limited to, liaising on various programme issues with all staff.
* Provide logistical overall support to Programme events, coordinate and manage logistic services providers (travel/events/security/office management including preparation of events, seminars, training sessions etc.)
* Work with program staff to coordinate work activities and provide support where needed.
* Assist in the orientation of new staff and consultants.
* Carry out the function as Personal Assistant for the Head of Unit.
* Assist staff to process, update, and maintain master files for each programme in the program portfolio, including registries of all technical documentation, to be made available to program staff and management when needed.
* Assist with arranging travels and hotel bookings for staff and third parties.
* Assist with translations and interpretation related to the program.
* Note-taker for internal and external meetings.
* Perform any other similar duties as requested by the Management.
  1. Success criteria:

The key success criterion is that the EU Anti-Corruption Initiative is implemented effectively in accordance with its objectives, agreed plans, timelines, budget and guidelines and accountability standards are respected according to guidelines of the MFA and as per the contract with EU.

1. **Demand Profile/Qualifications** 
   1. Key qualifications:

* Undergraduate degree in law, international relations, social sciences, public administration or another similar field is required.
* At least 1-3 years of professional experience, ideally in a programme support function preferably within international settings (EU, USAID, UN).
* Excellent written and verbal communication skills.
* Good knowledge of Microsoft Word, Excel and PowerPoint.
* A self-starter, able to identify improvements to working practice, make recommendations and implement change.
* Excellent interpersonal skills and the ability to work constructively with all staff.
* Proven ability to see through tasks set and deliver results.
* The ability to work under pressure with tight deadlines, flexibility and an entrepreneurial spirit.
* Fluency in Ukrainian and/or Russian and English is required.
* Keen sense of ethics, integrity and credibility.

**5. How to apply**

Deadline for applications: 4 January 2022, 18:00, Kyiv time

The proposals shall be submitted within the above deadline to [yevmed@um.dk](mailto:yevmed@um.dk), indicating the subject line “Programme Administrative Associate”.

Bidding language: English.

Any clarification questions for the bid request should be addressed to [yevmed@um.dk](mailto:yevmed@um.dk), no later than 28 December 2021, 18:00 Kyiv time.