**Office Manager (Category 4, Administrative Support)**

1. **Objective(s) and linkages to Reforms**

The Reform Support Team (RST) at the Ministry of Environmental Protection and Natural Resources of Ukraine (Minenvironment) is composed of a group of Ukrainian professionals (non-civil servants) funded on a temporary basis by international donors to provide targeted technical support and assists the Ministry in the design and implementation of priority reforms. The RST will assist in filling the capacity gaps in the design and implementation of priority reform strategies and programs, while strengthening links and partnerships between the Minenvironment’s priorities and relevant donor support.

1. **Position and reporting line**

The main task of the Office Manager will be scheduling meetings and appointments, making office supplies arrangements and providing general administrative support to the RST. The Office Manager will assist the RST consultants in technical details of their work.

The Office Manager will be subordinated to the RST Director.

1. **Duration and proposed timeframe**

The initial consultancy assignment is expected to start on 8/03/2021 and has an estimated duration up to 2 months. This assignment has an opportunity for extension for another 12 months, subject to the donors funding availability and the consultant’s performance.

1. **Main Duties, Responsibilities and Deliverables**

Main Duties and Responsibilities:

a. Scheduling meetings and appointments within the RST, MinEnvironment, other relevant meetings;

b. Preparing draft minutes of the RST meetings, draft letters;

c. On behalf of the RST Director collect weekly, monthly, quarterly and half year reports and other information from the RST consultants;

d. Serve as the point person for Office Manager duties;

e. Organize the office layout and order stationery and equipment;

f. Maintain the office condition and arrange necessary repairs;

g. Organize office operations and procedures;

h. Manage office G&A budget, ensure accurate and timely reporting;

i. Provide general support to visitors;

j. Assist in the onboarding process for new hires;

k. Plan in-house or off-site activities, events and conferences.

Main anticipated deliverables:

- Serving as RC Secretary in recruitment process of needed RST consultants;

- Facilitation of development of reform implementation plans;

- Facilitating regular progress reports on reform development and implementation to the Ministry and the donors;

- Contributing to development and implementation of the overall communication plan of Minenvironment’s reforms.

1. **Qualifications, Skills and Experience**
   1. ***Qualifications and skills***:

* At least Bachelor’s degree in Languages, Management, Law, Economy or Environmental science/ Environmental management / Environmental protection. Master’s degree is an asset
* Strong organizational and planning skills in a fast-paced environment
* Excellent written and verbal communication skills
* PC literacy (advanced PowerPoint, Project, Excel, Word skills)
* Fluency in Ukrainian and English
* Familiarity with email scheduling tools, Google tools
  1. ***Professional experience:***
* More than 3 years of general professional experience
* Preferably more than 2 years of proven experience in office management or Administrative Assistant
  1. ***Other experience:***
* Prior experience of work in donor funded projects or in public authorities is a plus
* Experience working with multidisciplinary teams is an asset

1. **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 Denmark, Finland, France, Germany, Italy, Japan, the Netherlands, Norway, Poland, Sweden, Switzerland, the United Kingdom, the United States and the European Union, the largest donor.

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

1. **Submissions**

Submissions must be prepared in English only and be delivered electronically by 21 February 23.59 (Kyiv time), 2021 to [rst.mepr@gmail.com](mailto:rst.mepr@gmail.com) . All submissions must include a completed Application Form [*provide link to download*], NDA Form, the candidate’s Curriculum Vitae and Reference Letter from a recent supervisor (original in English, or Ukrainian with English translation) together with the contact details for two further referees who, if contacted, can attest to the professional and/or educational background of the candidate.

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

1. **Selection Procedure**

Following the evaluation of all applications received, selected candidates may be invited to the tests. Only shortlisted candidates will be invited to the interview.