

Senior Project Assistant (Consultant)
Strengthening Academic Integrity in Ukraine Project
Seeding Academic Integrity in Secondary Schools Project
Kyiv, Ukraine

POSITION CLOSED: July 24, 2019

CONTRACT PERIOD: August 15-December 31, 2019

SUMMARY: The Kyiv office of American Councils for International Education: ACTR/ACCELS (American Councils) is currently seeking a reliable candidate to fill the position of Senior Project Assistant (Consultant) for Strengthening Academic Integrity in Ukraine Project and Seeding Academic Integrity in Secondary School Project.

Senior Project Assistant provides assistance and expertise within all components of both Strengthening Academic Integrity in Ukraine (SAIUP) and Seeding academic Integrity in Secondary Schools (SAISS) Projects. Senior Project Assistant facilitates the communication with students and faculty representatives of participating universities ensuring support to their project needs. Senior Project Assistant assists Project Coordinator by performing other related duties.

Senior Project Assistant POSITION DUTIES:

Project Daily Operations

- Assists in overseeing daily project operations
- Assists in administrative, logistical, and financial support to project needs
- Identifies operational issues, ensures project compliance with Ukraine Office policies and procedures, and resolves issues in consultation with Project Coordinator
- Assists in calling the meetings with MOES and PAS to coordinate the Project activities
- Provides logistical support for international and inside-Ukraine travels
- Administers Project web-site, social media pages and other online informational platforms
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Project activities work

- Provides assistance in organizing workshops, lectures, round tables, other Project events
- Assists in students baseline and yearly polling for measuring Project impact in 15 participating universities
- Assists in arranging Project working groups meetings
- Assists in production of any Project related promotional materials
- Provides assistance to Project Specialist in writing web-site and social media content
- Provides assistance to Project Specialist in report writing
- Provides assistance to Project Specialist in financial reporting
- Informs Project Coordinator of significant issues and recommends solutions

Project Partner Work

- Maintains regular contact with partners to assure delivery of services/products on Project Coordinator direction
- Works closely with Project universities students and partners ensuring informational and logistical support

External Relations

- Communicates with media and Project Partners press departments to represent an official position of the Project executives.
- Assists Project Coordinator in preparation of representation materials, clear talking points for donor, partner and stakeholder meetings, as directed
- Performs other tasks as directed

Regular travels within Ukraine are necessary. Senior Project Assistant will also be required to complete other tasks and assignments as directed by Project Coordinator.

The responsibilities referred to these Position Duties are meant to support all components of the project.

QUALIFICATIONS:

- University degree in Education, Psychology, International Relations, Social Sciences, Philology or other relevant field; Master's degree preferred
- Knowledge of Ukrainian secondary and higher education systems required
- Strong written and verbal communication skills (English, Ukrainian)
- Experience leading a team of staff and demonstrated ability to manage budgets with a high level of attention to detail
- Demonstrated experience in planning conferences, workshops, fairs or other outreach events
- Work experience involving multiple task prioritization
- Experience in public speaking and in professional training activities; excellent presentation skills
- Ability to forge and develop connections and work cooperatively with partners and stakeholders from various sectors, including Ukrainian government, universities, high schools etc.
- Excellent skills in time management, strategic planning and implementation,
- analytical/critical thinking, and e-communication/technology

SKILLS:

- Performance management, giving feedback, foster teamwork, technical leadership, communication, knowledge of the project specificity, time-management, coordinating events.

TO APPLY:

Submit a cover letter with a current resume before the closing date via e-mail: hr@americancouncils.org.ua. Please note the title SENIOR PROJECT ASSISTANT in the Subject line of your message. Applications submitted later than July 24, 2019 will not be considered.