

Request for proposals
Project assistant and logistics specialist
on support to administrative service provision,
for the EU-financed programme for support to
the Ukrainian Decentralisation Reform:
U-LEAD with Europe Programme

Location: Kyiv

SKL International is looking for a Project assistant for implementation of Ukraine Local Empowerment, Accountability and Development Programme - U-LEAD with Europe Support to improved administrative service delivery, Roll-out Phase extension. The positions shall be consultancy contract for a period of maximum 10 months (March 01 - December 31, 2020).

The Project assistant should be experienced, professional, self-motivated person with high level of English, who can work effectively in a dynamic and changing environment and manage trips, conferences and other logistical arrangements in order to reach the targeted results within a limited timeframe. SKL International is looking for a candidate who is experienced in managing logistical work that covers all territory of Ukraine. The position requires integrity, innovation, problem-solving skills, professionalism, strong interpersonal skills and the ability to work as an effective team member.

About SKL International

SKL International is a subsidiary to the Swedish Association of Local Authorities and Regions (SALAR), representing all 290 municipalities and 20 county councils in Sweden. We are a leading consultancy company supporting local democracy and good governance in developing and transition countries. Our expertise covers areas such as capacity building on municipal management and service delivery; local and regional development; decentralisation policies; support to local government associations; and European Integration. Geographically, SKL International's projects covers countries in Central and Eastern Europe as well as Africa and Asia.

Description of the assignment

The Project assistant will support the local team in Ukraine. The team in Ukraine will comprise of approximately 12 long-term consultants covering policy expertise, logistics support, construction works, and methodological support.

SKL International encourages a horizontal and transparent organisation based on trust and independent work of consultants. The experience from the inception and the Roll Out Phase has shown this to be a successful approach that should be applied also for the coming phase of the project.

The following is a preliminary outline of tasks that will be the responsibility of the documentary, assistance in preparing contracts and invoices, logistical support, assist to administrative processes for project team in Ukraine.

Support and assistance

- Assistance in logistical arrangement with a focus on planning trips;
- Assist the project team in practical project operations;
- Work with administrative tasks with a special focus on contracts and invoices;
- Support the management of project office in Kyiv;
- Contribute to project related procurement processes in Ukraine;
- Coordinate translation services provided under the project with focus to quality of translation, translate documents under the project or during meetings if needed;
- Control documents;
- Make minutes during official meetings in Ukrainian and English.

Logistics

- Organise and coordinate different types of events such as study visits, info-sessions, conferences etc;
- Lead work on organizing trips for local consultants in Ukraine,
- Work with external supplier who provide logistics and conference services.

Communication

- Keep SKL International in Stockholm and Kyiv continuously updated about progress, issues and successes;
- Day-to-day coordination with all units of the project.

Monitoring, evaluation and reporting

- On-going monitoring, reporting and communication with the Stockholm office and with the management unit in Kyiv.

Skills and Experience

- Minimum Bachelor Level Degree of education;
- Minimum 2 years of progressively responsible professional work experience at the national and international levels in logistics management/project assistant job;
- Knowledge of working processes (purchase orders to external providers, preparation of contracts for services and goods, protocol etc);
- Previous experience of work in a Governmental or International Organisations is an advantage;
- High social and networking skills, ability to develop good relationships with different stakeholders;
- High level of management skills;
- Capable of working under pressure in a multitasking position;
- Ability to work in a multicultural environment;
- Good experience in the usage of computers and office software packages (MS Word, Excel, etc);
- Fluency in Ukrainian and English (verbal & writing).

Conditions & Logistics

A consultancy contract will be signed between SKL International and the Project assistant, which will outline the conditions for the position in detail. Please note this position is **not** an employment position, meaning that applicants must be established as consultants and will be liable to pay all relevant taxes and insurances.

A competitive consultancy fee will be offered to the successful candidate.

Evaluation of response & selection

Interested applicants should send their proposal **as one PDF document**, comprising the following documents, to SKL International no later than **January 31st, 2020**:

- a) Up-to-date CV indicating relevant experience and qualifications (**maximum two A4-pages**);
- b) A brief description of the applicant's motivation and suitability for the assignment (**maximum one A4-page**);
- c) A statement that the applicant will be available to start the position no later than **1st of March 2020**.

Project assistant will be selected based on specialist competence and suitability matching the requirements described above.

Proposals and questions should be sent by email to: recruitment@ulead.org.ua

Diversity and equal opportunities

SKL International embraces diversity and respects human rights in all areas of its work. Discrimination of any kind including on the basis of gender, religion, sexual orientation, ethnicity or culture is not accepted. Personnel shall respect equal rights of individuals and strive to create an atmosphere where people's differences are accepted and valued.

Persons engaged in SKL International's business activities shall be afforded equal rights and development opportunities. SKL International supports working arrangements that enable personnel to combine work with family commitments/personal life