

Request for proposals  
**Project Administrative assistant**  
PROSTO | Support to Services Accessibility in Ukraine  
2021-2023

**Location:** Kyiv

**Duration:** 12 months, 50% with possibility of extension depending on development of project activities

*SALAR International is looking for an Administrative assistant for supporting the implementation of the project SALAR support to administrative services development in Ukraine 2021-2023. The position shall be consultancy contract for around 12 months.*

*The Administrative assistant should be an experienced, professional, proactive and self-motivated person with high level of English, who can work effectively in a dynamic and changing environment. The Administrative assistant will be responsible for providing administrative and organisational support to implementation of project activities, for example related to expert consultations, trainings meetings, public events, office management as well as support with contracts and financial documents. The position requires integrity, problem-solving skills, professionalism, strong interpersonal skills and the ability to work as an effective team member.*

#### *About SALAR International*

SALAR 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, SALAR International's projects covers countries in Central and Eastern Europe as well as Africa, Asia and Latin America.

#### *Description of the assignment context*

The Swedish International Development Cooperation Agency (Sida) has through SALAR and other organisations, implemented Component 2 of the EU commissioned programme *U-LEAD with Europe: Ukraine Local Empowerment, Accountability and Development Programme 2016-2021*, funded by the EU and its member states Germany, Sweden, Denmark, Poland, Estonia and Slovenia. The implementation of the Programme has resulted in 484 Administrative Service Centers (ASCs) established or modernised in newly formed hromadas and a total of 1 300 access points to services supported institutionally and physically.

*PROSTO | Support to Services Accessibility in Ukraine 2021-2023* is based on SALAR's experience in implementing U-LEAD to continue support to administrative service provision in Ukraine. The project is funded by Sida and the main objective is to **improve the capacity of local authorities to deliver administrative services for the benefit of the residents in Ukraine.**

The main activities will be targeting the following expected **outcomes**:

1. Political leaders in local communities have the capacity to improve administrative service delivery
2. ASC staff have the knowledge and capacity to provide effective services
3. Political leaders and officials in local authorities use ASCs to enhance citizens' engagement and information sharing
4. National policy actors consider the needs of local communities (and the project experience and expertise) in national administrative service policy development

Main **project activities** are:

- Help-desk for hromadas, providing consultation support on ASC development and improving service provision
- Trainings for hromadas and ASC staff
- Policy advice and support in the sphere provision of effective administrative services
- Citizens' engagement and information sharing
- Peer learning exchanges between hromadas
- Support to Starostas in service provision to residents in remote areas

Due to Russians invasion of Ukraine since late February, project activities have been adapted to changing circumstances and needs. For example trainings, meetings and public events are conducted online and travels and work from the office is currently limited.

#### *Organisational set up*

The project team include around 14 full-time consultants in Ukraine and a management unit in Sweden. The Administrative assistant will be part of the team and work closely with the management in Ukraine and also report to the management in Stockholm.

#### *The role of the Administrative assistant*

##### **Administrative and organizational support**

- Support with project documents and contracts, support with business trips of project team
- Support to online events and trainings (keeping track of and gathering registration forms, feedback forms, maintaining event calendar etc.)
- Handle and store documentation after events and trainings (for example Prepare and disseminate certificates to trainings participants)
- Communicate with participants before and after trainings and events regarding practicalities
- Assist in data collection related to public events and trainings
- Assist in gathering and controlling payment documents and invoices
- Communicate with vendors and experts regarding invoices and supporting documents
- Office management and assist with day-to-day tasks at office in Kyiv (currently on-hold)
- Assist the project team in other practical project operations

### Communication

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

### Logistics

Currently business trips are very limited. In case the circumstances change, the ToR for *Administrator* may change and the involvement could increase.

### *Required Skills and Experience*

- Minimum 3 year experience in administration and/or project coordination/assistance
- Knowledge of working processes (purchase orders to external providers, archiving of documents, communication with projects' partners (hromadas) on administrative matters etc.)
- Excellent verbal and written communication skills
- Proactive and service-oriented
- Organisational skills and attention to details
- Capable of working with strict deadlines in a multitasking position
- Ability to work in a multicultural environment
- Excellent computer skills (MS Word, Excel, etc)
- Fluency in Ukrainian and high level of English (verbal & writing)
- Previous experience of work in a Governmental or International Organisations is an advantage
- Available for office work in Kyiv

### *Conditions & Logistics*

Until the end of 2022 the Administrative assistant is allowed to work remotely, but be based in Kyiv.

A consultancy contract will be signed between SALAR International and the consultant, 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, comprising the following documents, to SALAR International no later than **September 15, 2022**:

- a) A short explanation of the applicant's suitability for the assignment (maximum one A4-page)
- b) Up-to-date CV indicating relevant experience and qualifications

The Administrative assistant will be selected based on their professional experience and competences matching the requirements described above.

This Request for Position is issued on **September 2, 2022**. Proposals and questions should be sent latest **September 15, 2022** by email to: [opportunity@sklinternational.se](mailto:opportunity@sklinternational.se)

Mark your email with **Administrative assistant Ukraine 2021-2023** in the subject.

No compensation is paid for proposals and interviews during the recruitment process.

Questions regarding the position can be sent to the same email ([opportunity@sklinternational.se](mailto:opportunity@sklinternational.se)). Responses to questions will be shared to applicants by email.

Interviews with shortlisted applicants are expected to be held in person or via Teams/Zoom. Only shortlisted applicants will receive a respond by email after final round of interviews.

The personal information provided by the applicant in the procurement process will be handled by SALAR International.

*Diversity and equal opportunities*

SALAR International embraces diversity and respects human rights in all areas of its work. SALAR International strives to create a gender-equal and diverse working environment. Consultants shall respect equal rights of individuals and strive to create an atmosphere where people's differences are accepted and valued.

SALAR International supports working arrangements that enable personnel to combine work with family commitments.