

Job description

Title: Administration Assistant

Location: Based in Kyiv,

Type of contract: Consultancy

Contract duration: Starting ASAP, initially for a period of 6 months, with strong possibility for extension.

Reporting to: MF Programme Manager in Ukraine

About Us

The Dr. Denis Mukwege Foundation is a survivor-centred rights based international organisation, dedicated to ending sexual violence as a weapon of war globally. Established in 2016, with headquarters in the Hague and Geneva, the Dr. Denis Mukwege Foundation supports survivors' demands for a world where sexual violence as a weapon of war is no longer tolerated, and bears consequences for individual perpetrators and states. We work for a future where survivors receive the holistic care & compensation, they need to rebuild their lives. We create opportunities for survivors to speak out and be heard, and where they can organise to create change, influence policies, and demand justice and accountability.

We are working towards a future where sexual violence in conflict is no longer seen as inevitable but is recognised for what it is: a crime that should have consequences. We want the international community to draw a line against wartime sexual violence and to hold states and individuals accountable. See also www.mukwegefoundation.org.

Introduction

Since 2019, MF has been engaged in Ukraine, working closely with its partner, the Eastern Ukrainian Centre for Civic Initiatives (EUCCI) and the Ukrainian arm of the Global Network of Victims and Survivors of Wartime Sexual Violence (SEMA Ukraine). Since the start of the full-scale invasion in February 2022, the Foundation has increased its support to the network and its members and supports them with emergency assistance for newly identified survivors, awareness raising and advocacy.

Following the signing of a memorandum of understanding with the government of Ukraine we are also working with various relevant State bodies and CSO's to reinforce a holistic response to conflict-related sexual violence in Ukraine.

MF has since begun laying the groundwork of its survivor-centered holistic care programme in Ukraine.

Job Overview

The Mukwege Foundation (MF) is looking for a highly motivated, compassionate, and dedicated individual to join its team in Kyiv, Ukraine, as an Administration Assistant.

The Administration Assistant will provide administrative and logistics support for the daily functioning of the office and the implementation of the Mukwege Foundation's programme in Ukraine. The Administration Assistant will receive supervision from the Programme Manager in Ukraine and technical guidance from the Mukwege Foundation team based in the Netherlands. They will be responsible for the preparation of relevant official letters, contracts (including for partners, consultants and others) using existing MF templates, processing of payments and maintaining an updated bookkeeping of all income and expenditure. The Administration Assistant is also responsible for supporting the in-country team, short-term experts and MF visitors with the admin/logistics/financial preparation of all programme activities, including travel.

MF expects the candidate to have at least 2 years' experience of providing administrative and logistics support to NGO projects. Experience in payment processing will be considered as an advantage. Candidate must be fluent in Ukrainian and have advanced spoken and written English. This is an exciting opportunity to join a growing and dynamic organisation and support the continued roll-out of a survivor-centered holistic approach to care.

Main Responsibilities

Administration and Logistics

- responsible for carrying out administrative tasks in accordance with MF's internal regulations and procedures
- responsible for providing HQ and Ukrainian team with necessary support regarding travel arrangements, booking tickets and accommodation in Ukraine, and applying for visas as needed
- responsible for the development of partner contracts and sub-grantee agreements with relevant international and national partners based on existing MF templates
- responsible for supporting MF's Team with the timely procurement of necessary materials and services, following the procedures and processes in line with donor and internal requirements
- responsible for ensuring secure and up-to-date archiving of all relevant office documentation on MF Sharepoint
- responsible for liaising with building management on rental contract and building access
- responsible for liaising with service external providers
- administration of online meeting services
- assistance during the organization and hosting of events.

Finances

- responsible for documenting and archiving in-country expenses
- responsible for supporting MF's team in the financial execution of project activities, e.g. payment processing of incoming invoices
- responsible for updating relevant financial tracking information, including MF's expense tracker tool.

Profile and qualifications

- Hold a bachelor's or master's degree in relevant area
- Candidates without a formal qualification but with demonstrated experience in administrative and/or logistic roles will be considered
- Progressive career with a minimum of 2 years in the administrative/logistics/ legal or financial fields
- Well-developed diplomatic skills (empathy, representation, negotiation)
- Ability to work effectively in a multicultural team, cultural and social sensitivity
- Flexible and proven ability to adapt and respond to the changing environment
- High standards of integrity and confidentiality
- Analytical mindset and attention to detail
- Accurate, problem solving and strong communication skills
- Fluent in Ukrainian and advanced in English
- Experience providing administrative support to NGO projects will be an advantage

Diversity

The Mukwege Foundation is an international organisation with a diverse, international team and its main office in the Netherlands.

As the Mukwege Foundation, we believe in the value of a diverse (leadership) team. We believe that a diverse, equitable and inclusive workplace is essential to our work. We welcome people from all backgrounds, ethnicities, cultures, and experiences. It will be considered a plus if the candidate can contribute to the diversity in our team.

What we offer

- 6-month consultancy contract with strong possibility to extend.
- Full-time gross monthly compensation of € 1200 – 1800 (based on 40 hours per week), depending on experience.

How to apply

Please send your cover letter and CV, by February 18, 2024, at 11.59 CET to Ms. Brynn Campbell, Office Manager & HR Officer, at vacancies@mukwegefoundation.org using the subject "Application: Kyiv Administration Assistant". Applications will be accepted in English.

dr. Denis
MukwegeFoundation

www.mukwegefoundation.org - info@mukwegefoundation.org

We will interview candidates on a rolling basis and will close the vacancy if the right candidate is identified before the stated deadline. As such, we encourage you to submit your application as soon as possible.

Start date: as soon as possible, in consultation with the selected candidate.