

Title: **Financial and Procurement Assistant**

Provided by: **International Foundation for Electoral Systems (IFES)**

Location: **Kyiv, Ukraine**

Expected starting date: November **01, 2017**

IFES is a non-profit, non-partisan international organization. As the global leader in democracy promotion, IFES advances good governance and democratic rights by providing technical assistance to election officials; empowering the underrepresented to participate in the political process; and applying field-based research to improve the electoral cycle. Since 1987, IFES has worked in over 135 countries, from developing democracies to mature democracies.

Since 1994, IFES has played a significant role in promoting electoral, administrative and legal reform in Ukraine. In cooperation with partners in Ukrainian civil society and the Central Election Commission (CEC), IFES is working to foster dialogue on electoral reform, build the capacity of local NGOs, institutionalize best practices in training election officials and ensure more equal representation in the electoral process for disadvantaged populations, especially women and persons with disabilities.

**IFES is seeking qualified applicants for the position of Financial and Procurement Assistant. The Financial and Procurement Assistant will play a key role in providing ongoing administrative support to ensure effective implementation of IFES programs.**

This position is contingent on donor funding and if awarded will begin on/about November 01, 2017.

### **Job Responsibilities**

Under the direction of the IFES Ukraine Country Director and Senior Finance Specialist, the Financial and Procurement Assistant's responsibilities will include the following:

- Support the monthly program financial cycle, by assisting in the preparation of monthly wire transfer requests, bimonthly office expense reports for IFES headquarters, as well as travel expense reports for office staff
- Assist in preparing and maintaining files: financial records, vendor contracts, procurement files, inventory, preferred vendor lists, etc.
- Provide temporary backup support in the absence of the Finance Officer, Procurement Officer
- Conduct and document market research to identify optimal vendors
- Translate invoices, bids/quotations, and contractual provisions for financial records as requested
- Maintain a sense of urgency and respond to and follow-up on all requests in a timely and efficient manner.
- Perform other tasks and special projects as required by management team.

**Successful candidates will be able to demonstrate the following attributes:**

- Bachelor's degree in a relevant subject
- Minimum one-year experience in accounting or procurement support
- Previous experience working with a development project, NGO or International Organization
- Fluency in Ukrainian, Russian, and English languages
- Skilled communicator, both verbally and in writing
- Detail-oriented and highly organized
- Collaborative, team-oriented individual
- Ability to be discreet and maintain confidentiality
- Proficient in the use of Microsoft Office
- Experience with accounting software such as QuickBooks and online banking is strongly preferred

All qualified applicants/employees will receive consideration for employment/promotions and will not be discriminated against on the basis of disability, sex, sexual orientation, gender identity, age, race, color, religion, national origin, veteran status, or any other legally protected characteristic. IFES encourages people with disabilities and from other diverse backgrounds to apply.

Interested candidates are invited to submit their CV and letter of interest, with "Application for Financial and Procurement Assistant" in the subject line, to Nataliia Tarasiuk [ntarasiuk@ifes.org](mailto:ntarasiuk@ifes.org) no later than October 22, 2017.