***Job Title:* Office Manager *of the East Europe and Central Asia Union of People Living with HIV (full-time position)***

**Issue Date:** 2 October 2015

**Closing Date:** 16 October 2015

**Closing Time:** 6 pm, Kiev Time

***Background***

East Europe & Central Asia Union of People Living with HIV (ECUO) ([www.ecuo.org](http://www.ecuo.org)) was officially established in October 2007. As of today, ECUO unites People Living with HIV (PLWH) organizations from 16 countries of Eastern Europe and Central Asia (EECA) region. ECUO is an organization founded by PLWH for PLWH and it strives not to duplicate existing efforts at the national level, but rather, to promote PLWH human rights to open political space where their voices are heard.

ECUO strategic development plan and regional advocacy strategy, pursues the Goal of strengthening the impact of PLWH communities at local level, through regional action via effective capacity building and advocacy efforts, to improve access to timely, comprehensive, quality treatment for children and adults living with HIV in EECA.

ECUO Secretariat is based in Kiev, Ukraine.

***General Purpose of the position***

Office manager is responsible for facilitating the efficient and smooth functioning of an office through a range of administrative, clerical, financial and managerial tasks.

#### *Duties and Responsibilities*

* Assignment and monitoring the clerical and secretarial functions;
* Development and implementation of a proper archiving system for all programme and administration related files, reports and correspondence for easy access and future reference, including use of online platforms (Google Drive,etc.);
* Transfer and dispose records according to retention schedules and policies of ECUO Secretariat;
* Ensuring that the minutes of the ECUO meetings/assemblies are properly formed, kept and distributed;
* Track staff performance and fulfillment of assigned tasks;
* Organization of the events related to the ECUO program activities (meetings, conferences, round tables, etc.) both on the regional and national levels;
* Organization of the staff members’ business trips and external experts in-country visits;
* Ensuring conduction of tenders in accordance with the organization’s procedures;
* Ensuring collection, analysis and provision of the information and documents required for making of administrative decisions and submission of them to the implementers;
* Preparation and ensuring the correctness of the documents to be submitted for the Executive Director’s signature;
* Carrying out any other duties according to skills and experience as required.

***Qualifications***

**Education:** A University Degree in Linguistics, Management, Legal, Economic Sciences or other relevant field.

**Knowledge, skills and abilities:**

* Fluency in Russian and English languages;
* Excellent computer skills;
* Management skills are essentials;
* Skill of office administration;
* Ability to maintain a high level of accuracy in preparing and entering information;
* Demonstrate decision-making skills and problem-solving skills;
* Excellent interpersonal skills and understanding of task and projects’ objectives;
* Ability to listen and communicate effectively;
* Analytical skills in terms of finding inefficiencies and possible cost-savings.

**Experience**

At least 2 years of experience in office/administration management.

Accountability:Office manager is directly accountable to the Executive Director.

**How to Apply**

Interested candidates are requested to apply via e-mail: [viktoria.bilous@ecuo.org](mailto:viktoria.bilous@ecuo.org)

The application should contain:

1. Cover letter explaining why you are the most suitable candidate for the advertised position.
2. Most recent CV including relevant past experience and contact details of up to three referees.

*Only short-listed candidates will be contacted. Applications received after the deadline will not be accepted.*

***For non-residents of Ukraine applying for the position:***

- ECUO is ready to provide assistance in official employment of foreign citizens upon condition of provision of all necessary documents in accordance with the list attached.

- ECUO will not be able to provide assistance in getting a temporary residence permit as it requires marriage or official registration.