



Centre for Sustainable Peace and Democratic Development -

Seed AISBL

Programme Assistant

Kyiv, Ukraine

JOIN OUR TEAM

The Centre for Sustainable Peace and Democratic Development (Seed) works with international development organisations, governments and civil society leaders to design and implement people-centred and evidence-based strategies for promoting peaceful, inclusive and resilient societies. Working in Europe, the Middle East, Africa and Asia, we provide social transformation policy recommendations that are rooted in citizen engagement strategies and an empirical understanding of the behaviours of individuals, groups and communities.

We are currently looking for a Program Assistant to join our Kyiv office.

Summary of Key Functions:

1. Programme Management Support
2. Administrative Support
3. Support knowledge building and knowledge sharing

A Program Assistant is responsible for providing programming and administrative support to team members:

- Ensures efficient and smooth day-to-day operation of the office, administrative work with due care for all applicable rules and regulations (e.g. calendar coordination, minute taking and scheduling, style guidelines).
- Provides logistical support to operational points of contact, including organisation of internal and external meetings, collects quotes, coordinates sub-contractors, domestic or international travel).
- Assists in the planning, coordination and implementation of outreach events (e.g. makes reservations for off-site or on-site meetings and events, reserves equipment, conference rooms and catering, invitations and guest/participant registration and reception, and other administrative arrangements).
- Supports the Country Operations Manager in tracking and sending reminders to ensure that team targets, deadlines and deliverables are met, and timelines are respected.
- Supports the communications and outreach activities and the maintenance of social media and organisational website (e.g. content updates, revision, posts).



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Requirements:

- Degree in Social Sciences or Business Administration or Public Relations or relevant
- Fluency in Ukrainian, Russian and English
- Previous experience in a similar position would be an advantage
- Proficiency in MS Office
- Time management skills, ability to multitask and prioritize work
- Attention to detail and problem-solving skills
- Excellent communication and public relation skills
- Strong organizational and planning skills in a fast-paced environment
- Creative with ability to suggest improvements

Choose SeeD – Choose PEACE!

1. Join us and get involved in a multicultural team focused on teamwork, trust and respect;
2. We care for the professional development of our staff, and we offer internal and external trainings;
3. We offer flexible working hours
4. We work hard but we are also fun, and we spend time together at staff retreats with team building activities;
5. We care for your well-being and offer different types of leave;
6. We review salaries to ensure that we provide competitive salaries to our staff;
7. We run annual staff surveys that help us make SeeD an even better place to work.

To apply for this position, please send your CV and cover letter to recruitment@seedsofpeace.eu by **23rd August 2021**. Please also include a cover letter to help us see your motivation to work with us!
As an equal opportunity employer, we encourage an open and inclusive culture which always advocates for diversity.

Interested candidates with disabilities who need to request reasonable accommodations during the application process should communicate their request to the email: recruitment@seedsofpeace.eu

We thank all candidates for their interest, however only those selected for interviews will be contacted.

More information about SeeD can be found at: <http://www.seedsofpeace.eu/>

More information on SCORE can be found at: <http://www.scoreforpeace.org/>