



Ваш надежный помощник

Start-up Support Consultant for Learning, Acting and Building for Rehabilitation in Health Systems (ReLAB-HS)

📍 Киев,

Компания: Momentum Wheels for Humanity

Рубрики: [Медицина, фармацевтика, HR, управление персоналом, Офисный персонал](#)

Пожелания к сотруднику

Образование: не имеет значения

Опыт работы: не требуется

Описание вакансии

Specific Duties and Responsibilities:

This is a short-term consultancy position supporting an anticipated five-year project. The position will report to the UCPW Start-up Coordinator. This is short-term consultancy position supporting an anticipated five-year project. The consultancy is expected to take up to 48 days over 3-6 months.

Minimum Qualifications (mandatory):

- Bachelor's Degree or higher in international development or related field
- At least five years of experience working with international development organizations in Ukraine, preferably on USAID-funded projects
- Demonstrated experience in project start up and in opening an office in Ukraine for an international development organization
- Comprehensive knowledge of local laws and regulations related to human resources and other areas critical to implementing a donor-funded project in Ukraine
- Fluency in oral and written English is required
- Self-starter, detail-oriented, thorough, and well organized with ability to multi-task
- Well-developed interpersonal and cross-cultural communication skills

Responsibilities include:

1. Operations

- Coordinate project registration/accreditation and value-added tax (VAT) exemption application processes in Ukraine
- Determine requirements for additional office space in conjunction with UCPW headquarters staff and document leasing options as relevant
- Identify and lease safe and secure office space that will accommodate the planned project staffing structure in Ukraine, as needed, in line with relevant donor and UCPW procurement regulations and policies
- Compete and enter into service contracts with attorneys, translators, and other required vendors for the new project
- Coordinate the procurement of equipment for the new project, including laptops, scanners, and other tech accessories in line with applicable donor regulations and UCPW procedures
- Advise on other operational issues and questions as needed

2. Human Resources

- Ensure that human resources policies and procedures for the project are in line with local laws in Ukraine and USAID rules and regulations
- Provide guidance to UCPW as needed on local labor law requirements for implementors of international technical assistance projects in Ukraine
- Support the recruitment of national staff and consultant positions in coordination with UCPW's US-based programs team, including identifying appropriate local sources for posting job advertisements, translating and posting ads locally, reviewing and short-listing candidates, and scheduling and participating in interviews as needed
- Support the orientation and onboarding of national staff and consultant positions as needed

3. Other

- Provide guidance to ensure that policies related to procurement, finance, administration, and other operational areas are aligned with local laws and USAID rules and regulations as needed
- Facilitate start-up activities as needed, including project kickoff workshops
- Participate in regular calls with UCPW's program team to review progress
- Represent UCPW in stakeholder meetings locally as needed

Application Submission Mechanism:

Please submit a cover letter and resume in English to careers@ucpwheels.org no later than October 23, 2020. Please include "Application for Ukraine Start-up Support Consultant YOUR NAME" in the subject line. Applications will be considered on a rolling basis. Compensation commensurate with experience.

UCP Wheels is an equal opportunity employer. We value a diverse workforce and an inclusive culture. UCP Wheels encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, age, national origin, marital status, citizenship, disability, or veteran status.

Контактная информация

Контактное лицо: Юрий Метко