



Program Assistant

📍 Киев, 🕒 18 октября 2024

Компания: [PATH](https://jobs.ua/company/id/237264) (https://jobs.ua/company/id/237264) ([Все вакансии](#))

Рубрики: [Офисный персонал](#)

Пожелания к сотруднику

Образование: полное высшее
Опыт работы: от двух лет
График работы: полный рабочий день

Описание вакансии

HOW TO APPLY: All applications are made online. For a full job description and to apply online, please visit PATH website (path.org) then go to Careers/Search Job Listings=> Ukraine=> Program Assistant (JR1552)

PATH is a global nonprofit dedicated to achieving health equity. With more than 40 years of experience forging multisector partnerships and with expertise in science, economics, technology, advocacy, and dozens of other specialties, PATH develops and scales up innovative solutions to the world's most pressing health challenges.

PATH is currently recruiting for a Program Assistant to contribute to implementation of Support TB Control Efforts in Ukraine project funded by USAID. This position is funded through September 30, 2025. Employment after that date is subject to availability of funds. Program Assistant will report to Program Associate.

Responsibilities:

- Provide full range of logistical arrangements for project-related activities.
- Provide assistance during project events.
- Prioritize, channel, and facilitate communication among the PATH staff members.
- Translate project related documents including reports, project correspondence, training materials, articles, etc.
- Provide interpretation during meetings, trainings, and conferences as requested.
- Provide assistance to project coordinators and managers with preparation, production and distribution of documents including reports, training materials, communication materials, tables, graphics, PowerPoint presentations, etc.
- Manage and maintain files and resources (hard and electronic copies).
- Prepare agenda, minutes and other meeting correspondence.
- Maintain contacts with partners, stakeholders, government authorities.
- Independently respond to letters and general correspondence (within position responsibilities) on a routine basis.
- Prepare draft and final budgets for training activities.
- Assist with business travel support and with completion of administrative forms.
- Liaise with finance and administrative staff, providing assistance as requested.
- Provide assistance during procurement procedures.
- Travel to program sites as requested.
- Perform other tasks as assigned.

Required skills and experience:

- A minimum of 2 years' experience in a similar role.
- Bachelor's Degree (Diploma of Higher Education) required.
- Computer experience must include proficiency in Word, Excel, PowerPoint, and Outlook.
- Must possess strong analytical, planning, and organizational skills.
- Ability to work with diverse stakeholders to organize frequent meetings, workshops, and travel.
- Excellent time management skills and strong ability to prioritize.
- Ability to maintain accurate records.
- Collaborate and communicate effectively with team members.
- Demonstrated ability to work successfully in multi-site, team-based structure.

- Excellent written and oral communication and presentation skills in Ukrainian and English required.
- Ability to travel up to 50%.

Location: Kyiv, Ukraine

Must have legal authorization to work in Ukraine.

PATH is dedicated to building an inclusive workforce where diversity is valued.

PATH is an equal opportunity employer. Every qualified applicant will be considered for employment.

PATH does not discriminate based on race, color, religion, caste, gender, sexual orientation, gender identity, genetic information, age, national origin, marital status, disability status, political ideology, military or protected veteran status, or any other characteristic protected by applicable federal, state, or local law.

Контактная информация

Сайт: <http://www.path.org>