Programme Assistant – Ukraine

Place of work:	Kyiv, Ukraine
Employment rate:	100%
Start date:	1 November 2026
Contract type:	1 year with possibility of extension
Other:	Must be eligible to work in Ukraine

Basel Institute on Governance

The Basel Institute on Governance is a hands-on centre of expertise dedicated to promoting good governance and countering corruption for a more peaceful, just and sustainable world. Established in 2003 in Basel, Switzerland, the Institute works with partners worldwide to advance knowledge, practice and policy on anti-corruption, asset recovery and business integrity. With field operations worldwide, it has some 150 staff covering 32 nationalities. The Basel Institute is an Associated Institute of the University of Basel.

Job description

The Programme Assistant provides secretarial, administrative, logistical and basic financial support to the Basel Institute's operations in Kyiv, Ukraine. The Programme Assistant reports to the Senior Specialist, Operations/Programme Manager, and works closely with programme management and technical staff across the Basel Institute.

Key responsibilities

Administrative and secretarial support

- Provide general administrative assistance, including document formatting and editing.
- Prepare agendas, presentations and meeting documentation; take and disseminate meeting notes and ensure follow-up on action points.
- Support scheduling and documentation management for programme-related meetings.

Logistics and events

- Organise and support logistics for events, training sessions and staff travel (booking tickets and venues, arranging accommodation, coordinating technical support).

Office management and staff support

- Carry out the Institute's secretariat and office management functions, including office rent and administrative support.
- Provide support in maintaining the procedures and standards that guide daily office operations (e.g. travel, expenses, household, insurance).
- Assist with on-/offboarding of staff.
- Assist international staff in obtaining visas and other legally required documentation.
- Assist with government registration of technical assistance projects.

Translation and interpretation

- Translate simple written documents from/to English and Ukrainian.
- Provide interpretation support during informal online and in-person meetings.

Qualifications and skills

- Completed secondary education with formal training in administration, secretarial work or a related field; a Bachelor's degree in business administration, social sciences or a related field is an asset.
- 1–3 years of relevant administrative, secretarial or logistics experience, ideally with an international organisation, NGO, development firm or donor-funded project.
- Experience supporting event and training logistics (venues, travel, accommodation) is desirable.
- Strong command of MS Office; document formatting and editing; meeting organisation and minute-taking; basic financial administration (expenses, invoices).
- Familiarity with artificial intelligence for efficient programme management is an advantage.
- High level of organisation, reliability and attention to detail.
- Languages: native Ukrainian and fluent English.

Offer

We offer an interesting and rewarding working environment with a proactive, dynamic and international team spirit. The work is both routine and varied, and offers scope for initiative and innovation. The salary is competitive.

Application

Please submit your application at your earliest convenience, but no later than **15 December 2026**, using the following link: https://intranet.basel.institute/job/apply/89. Applications will be reviewed on a rolling basis.

For further information about this position, please contact **Lesia Nikitova, lesia.nikitova@baselgovernance.org**.

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Equal opportunity employer

The Basel Institute is an equal opportunity employer. It does not discriminate on the basis of race, religion, colour, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.