

Programme Assistant, Ukraine

Place of work:	Kyiv, Ukraine
Employment rate:	100%
Start date:	1 August 2025, or as soon as possible
Contract type:	1 year with possibility of extension
Other:	Must be based and eligible to work in Ukraine

Basel Institute on Governance

The Basel Institute on Governance is a hands-on centre of competence 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.

The Basel Institute has been working with and in Ukraine for over a decade, with engagements in both the corruption prevention and enforcement space. The Basel Institute is currently engaged in various programmes in Ukraine, including asset recovery, strengthening compliance of private, public and state-owned institutions, and collaborating closely with Ukrainian civil society.

Job description

We are looking for an experienced and a highly motivated Programme Assistant to provide support in all general administration matters and necessary daily secretarial, administrative and logistical support to the Basel Institute's operations in Ukraine. The Programme Assistant should ensure that the Basel Institute's diverse programme of work is efficiently and effectively implemented.

The Programme Assistant will work closely with the designated programme management and technical staff at both headquarters and in the Ukraine office. They will report to the Programme Officer, Ukraine, under the overall supervision of the HQ-based Programme Manager.

Key responsibilities

Administrative, logistical and financial support

- Provide general administrative assistance, including document formatting, proofreading and editing.
- Prepare agendas, presentations and meeting documentation; take and disseminate meeting notes and ensure follow-up on action points.
- Organise and support logistics for events, training sessions and HQ staff visits (e.g., booking tickets and venues, arranging accommodation, coordinating the technical support).
- Support the scheduling and the documentation management for programme-related meetings.
- Assist with the on/offboarding of staff members.
- Assist with the government registration of the technical assistance projects.
- Carry out the Institute's secretariat and office management functions, including office rent and administrative support.
- Provide support in maintaining the procedures and the standards that guide the office's daily business operations (e.g., travel, expenses, household, insurance).
- Assist international staff in obtaining visas and other legally required documentation.
- Liaise with the Administrative and Finance Teams to support them on specific tasks related to projects in Ukraine.
- As needed/requested, work on specific projects together with project management teams.

Translation and interpretation

- Translate written documents from/to English and Ukrainian.
- Provide verbal or written interpretation support to the Institute's staff during online and in-person meetings (desirable but not required).

Qualifications and skills

- A university or a college degree in administration, law or accounting, combined with demonstrated professional experience in administrative support services.
- Minimum of 3 years' relevant experience in an internationally operating not-for-profit development/humanitarian aid organisation is an advantage.
- Proven administrative experience with office management responsibilities, systems and procedures.
- Excellent time management, organisational and planning skills.
- Attention to detail and independent assurance of follow-up on assigned tasks.

- Fluent English with strong written and verbal communications skills.
- Proficient in MS Office and ability to use computer skills and IT solutions to ensure office efficiency.
- Motivated to work for an internationally operating not-for-profit organisation.

The Programme Assistant must be based in Kyiv/Kyiv Oblast or willing to relocate.

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 **10 July 2025**, using the following link: <https://intranet.basel.institute/job/apply/53>. Applications will be reviewed on a rolling basis.

For further information about this position, please contact **yuliia.matviienko@baselgovernance.org**.

***** Why work with us? Watch this [video](#) to find out more. *****

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.