

**Most Immediate/**  
**NI-Action**

**Fax Message**

From : Parep Kyiv  
To : PPRA Islamabad  
No. : Admn-1/1/2008  
Dated : September 16, 2021

KVI-37  
16/09

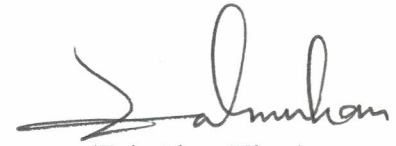
Deputy Director (IT) from Head of Chancery  
Rptd to: - Network Administrator

Subject: - Advertisement for the Post of Administrative Assistant in Embassy of Pakistan, Kyiv, Ukraine

Please refer to the subject cited above.

2. Enclosed please find advertisement for the subject post for publishing on Public Procurement Regulatory Authority's website, please.

Respectful regards

  
(Zeb Alam Khan)  
Second Secretary/HOC

### Administrative Assistant

<b>Location:</b>	Pakistan Embassy Kyiv, UKRAINE
<b>Application Deadline :</b>	October 04, 2021(1400hours EET)
<b>Type of Contract :</b>	Contract
<b>Languages Required :</b>	Fluent in both Ukrainian and English
<b>Salary:</b>	UAH 20,500/-
<b>Expected Duration of Assignment:</b>	12 months with possible extension

### Charter of Duties

The key responsibilities include but are not limited to:

- Work as Assistant to DHM.
- Looking after Program and appointment of DHM.
- Receive and see-off guests of DHM
- Attending telephone calls and responding to all queries related to DHM's office, consular and Admn matters.
- Translation of all documents including consular, political and accounts related (incoming and outgoing).
- Preparation of documentation, submission to relevant offices (i.e., relevant to banks, payment of bills, transfer of funds, VAT etc) and its translation.
- Establish liaison with Statistics Department of Ukraine, Custom authorities, UCCI, Regional Chambers and always maintain an updated list of their telephone/fax numbers and email addresses.
- Help in arranging different Embassy events
- Coordinate maintenance of Embassy property, residence etc.
- Respond to emergency calls for maintenance.
- Solve routine/minor repair/maintenance issues.
- Perform administrative tasks as and when required.
- Perform tasks like photocopying and scanning of official documents.
- Perform duties of a Driver as and when required.
- Any other work assigned.

### Qualifications and Experience

- Interpreter Course/diploma holders (English to Ukrainian) would be preferred
- Good level of Ukrainian and English language skills both written and oral are essential.
- Highly developed organization and communication skills, including the ability to work under pressure with minimal supervision.
- Proficiency in the use of standard office IT equipment with good typing skills.
- Valid Ukrainian driving license (minimum category B preferable - all).
- Ability to work flexible hours.

Note: The Embassy reserves the right to terminate the contract on a one month notice and this decision cannot be challenged in any court of law.