**Operations Specilaist**

**Project Summary**

The Energy Security Project (ESP) is a seven-year project funded by the United States Agency for International Development (USAID) and the largest USAID project in Ukraine so far. The USAID ESP is implemented by a USAID Contractor, Tetra Tech ES, Inc., a California-based leading provider of services in the areas of water, environment, infrastructure, resource management, energy, and international development.

The USAID ESP mission is to enhance Ukraine’s energy security, improve the energy legal and regulatory environment in the country, and increase the resilience of Ukraine’s energy supply. This will help to support the country’s economic development and sustain its democracy. USAID ESP is working closely with the Government of Ukraine (GOU) to develop competitive energy markets. By doing so, USAID ESP will facilitate private sector-led energy investments to provide affordable, reliable, resilient, and secure energy for all Ukrainians. USAID ESP is currently in the fifth year of implementation and will run through June 2025.

**\* Please note: Only citizens of Ukraine are eligible for this position. \***

**Position Summary**

USAID ESP is currently looking for an Operations Specialist who will provide operations, logistics, communication, and other ad hoc support to the Operations Team. S/he will support the organization and coordination of both administrative and operational program elements to support the execution of the USAID ESP. This is a full-time temporary remote position. This position will report to the Human Resources and Operations Manager.

**\*\* The job title will be dependent on the candidates’ level of experience. \*\***

**Main Responsibilities**

* Support and coordinate with Operations Teams’ members on logistics related to travel, events, office management, etc. to ensure smooth operations and compliance with USAID policies and procedures;
* Support travel arrangements and accommodations for employees and short-term consultants, as needed;
* Maintain the office property inventory tracker and procure office supplies;
* Print, scan, and upload project documents on the shared client drive and maintain filing system for general correspondence, information, and program files;
* Coordinate with printing services on business cards, etc.;
* Coordinate postage, courier services and document exchange between home office and project office, employees, vendors, clients, and etc.;
* Support HR & Operations Manager with human resources management and recruiting;
* Assist Finance Team with collecting original accounting documents;
* Support maintenance of employees’ personal data;
* Support in drafting various documents, letters, and requests;
* Support in working with local authorities e.g. State Migration Service of Ukraine, Centers for the provision of administrative services, Directorate-General for Rendering Services to Diplomatic Missions, State Border Guard Service of Ukraine, and etc.;
* Distribute and send various informative emails to the Project team;
* Performs other related duties as assigned.

**Qualifications**

* Master’s or bachelor’s degree in Business Administration, Finance, Legal, and/or other related fields;
* 3+ years of relevant project management and/or operations experience on USAID and/or other multi-lateral donor projects is an advantage;
* Must speak, read and write in English;
* Excellent writing and communication skills, able to communicate complex information and deliver verbal and written messages effectively;
* Good analytical and problem-solving skills;
* Strong organizational, teamwork and technical skills;
* Must be able to manage several tasks simultaneously and re-prioritize as necessary;
* Must work effectively under deadlines, both independently and as a team member;
* Must be able to produce accurate and complete documents in a timely manner;
* Must have excellent listening skills and highly developed sense of responsibility and commitment to customer service;
* Experience working on USAID or other donor-funded projects is a plus.

**In return the Operations Specialist will get:**

* The possibility to progress the career in Operations by working on a large, international technical assistance project;
* The ability to shape and manage own career in a modern, inclusive work environment of international and Ukrainian experts;
* A work/life balance, as well as paid 24 working days of vacation and 12 working days of sick leave.

To apply: Please submit a CV in English and a brief cover letter with the title of the position in the subject line to [UESPjobs@tetratech.com](mailto:UESPjobs@tetratech.com)

There is no deadline associated with this position, USAID ESP may fill the position when a qualified person is found. Only candidates who have been selected for an interview will be contacted.

To find more about USAID Energy Security Project, visit the Project website <https://energysecurityua.org>, follow us on Facebook <https://www.facebook.com/usaidesp/>, LinkedIn <https://www.linkedin.com/company/energysecurityua/> and [Youtube](https://www.youtube.com/channel/UCBYWPJ99UHAk_B9QVafefRw)