



USAID
FROM THE AMERICAN PEOPLE

ENERGY SECURITY PROJECT

PROGRAM SUPPORT ASSISTANT

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 Ukrainian nationals are eligible for this position. ***

Position Summary

USAID ESP is currently looking for Program Support Assistants who will provide technical, administrative and project management support to the ESP project team through planning, coordinating, and tracking program support services and activities for the implementation of the USAID ESP. These are short-term consultancy positions for the period of 3 months with the possibility of extension, based in Kyiv office, with occasional business travel in Ukraine. Reporting lines will be confirmed during the hiring process.

Main Responsibilities

- Support the preparation of technical presentations, reports, papers and other deliverables in coordination with relevant team leads;
- Organize teams' inputs into reports in coordination with relevant team leads;
- Work with multiple project teams on facilitating documents delivery, processing, and signing it by the authorized representatives;
- Assist in facilitating the approvals process, including following up with relevant parties for signing agreements, sub-contracts, memorandums of understanding, and other project documentation;
- Assist with reviewing, printing, scanning, organizing, storing, managing, distributing and tracking of project and company documents;
- Assist with maintaining documents adhering to the Project's documents policy and procedures;
- Oversee postage, courier services and document exchange between home office and project office, employees, vendors, clients, and etc.;
- Assist with collecting original payment documents;

Qualifications

- Bachelor's degree in business administration, finance, legal, and/or other related fields (Master's degree preferred)
- 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 international donor-funded projects is a plus.

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@tetrattech.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