

Trade/Administrative Assistant

Location:	Pakistan Embassy Kyiv, UKRAINE
Application Deadline:	May 31, 2023(1400hours EET)
Type of Contract:	Contract
Languages Required:	Fluent in both Ukrainian and English
Salary:	USD 750/-
Expected Duration of Assignment:	12 months with possible extension

Charter of Duties of Trade/Administrative Assistant

The key responsibilities include but are not limited to:

- Collecting and informing all stake holders about information on trade fairs/exhibitions/conferences in Ukraine.
- Compiling and regularly (monthly basis) updating Pak-Ukraine bilateral trade data.
- Prepare Ukrainian market reports comprising Ukraine's main imports, exports with the World especially with Pakistan, market trends, exploring avenues for further cooperation.
- Monitor media and compile reports on key developments of the Ukrainian economy and trade.
- Liaise with the Ukrainian government agencies on the current and future policies and regulation on foreign trade, transportation, infrastructure, emerging technologies, etc.
- Liaise with the Ministries, Chambers and other Government/Private agencies of Ukraine involved in Trade and Investment Promotion and always maintain an updated list of their telephone/fax numbers and email addresses.
- Assist Pakistani companies wishing to export to/establish contacts in Ukraine through providing information on the regulatory background, finding potential partners for cooperation, etc.
- Assist Ukrainian companies wishing to import from/invest in Pakistan.
- Assist/ensure participation of the Embassy in trade fairs/exhibitions/conferences held in Ukraine.
- Assist in arranging trade, tourism and investment promotion events hosted by the Embassy.
- Preparation of documentation, submission to relevant offices (i.e., relevant to banks, payment of bills, transfer of funds, VAT etc) and its translation.
- Conduct administrative tasks such as managing incoming and outgoing correspondence, maintaining calendars, filtering telephone calls, and organizing the programs of visiting delegations from Pakistan.
- Work as Assistant to DHM.
- Translation of documents (incoming and outgoing).
- 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.
- Perform duties of a Driver as and when required.

Qualifications and Experience

- Master in fields related to Economics, Trade and Business
- Minimum 3 years' experience of working on trade/economic/commercial related issues
- High 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.