

Support Coordinator for Fondation Hironnelle in Ukraine

Fixed term contract, 10 months (start march 2025) - 100%, based in Kyiv

Fondation Hironnelle is a Swiss non-profit organization which provides information to populations faced with crisis. Fondation Hironnelle is currently searching for a Support Coordinator to join its team in Ukraine. This position is critical for ensuring the effective delivery of support services, encompassing financial management, human resources, logistics, and administrative tasks. The role is vital to enabling the foundation's mission in a challenging operational environment.

Objectives: The Support Coordinator will ensure the efficient management of financial, HR, administrative, and logistical functions; implement sound financial practices and compliance with Fondation Hironnelle's and donor policies; and, strengthen the operational capacity of Fondation Hironnelle's mission in Ukraine through high-quality support services.

Key Responsibilities: The Support Coordinator will be responsible for:

a. Administrative Support:

- Overseeing office operations, including procurement, maintenance, and supply chain logistics.
- Maintaining accurate, organized, and up-to-date documentation and records.
- Ensuring compliance with local regulations and Fondation Hironnelle's internal policies, notably the procurement policy.

b. Financial Management:

- Preparing and monitoring budgets in close coordination with the Finance and Compliance Officer.
- Managing cash flow, payments and ensuring timely, accurate financial reporting, as well as reviewing and coordinating partner financial reports.
- Overseeing audits, ensuring compliance with donor and internal requirements, and addressing audit recommendations.
- Reviewing and approving expenses within the authorized limits.
- Inputting accounting entries into the ERP accounting system.

c. Human Resources:

- Supporting recruitment, onboarding, and training of national and international staff or consultants.
- Assisting in the development of, implementing and monitoring HR policies and procedures in line with local labor laws and Fondation Hironnelle standards.
- Maintaining updated HR files for all employees, including contracts and appraisals, and consultants.
- Coordinating staff schedules, attendance, and performance reviews.

d. Logistics and Security:

- Coordinating travel, transportation, and accommodation arrangements for staff and visitors.
- Ensuring operational security by collaborating with security advisors and implementing security protocols.
- Managing the procurement, maintenance, and inventory of equipment and facilities.
- Supporting the preparation and execution of tenders for equipment and services.
- Responsible for ensuring compliance of the procurement policy.

Required Qualifications and Competences

- A degree in Business Administration, Finance, Logistics, or a related field.
- At least 5 years of experience in a similar role within an international organization or NGO.
- Expertise in financial and administrative management systems and compliance.
- Strong problem-solving skills and the ability to adapt to a rapidly changing environment.
- Proficiency in English and Ukrainian; knowledge of French is an asset.
- Excellent interpersonal skills with a high level of cultural sensitivity.

Reporting Line: The Support Coordinator will report directly to the National Representative of Fondation Hironnelle in Ukraine and maintain functional communication with the Finance and Compliance Officer at headquarters.

Conditions: Salary is based on local market rates. Fondation Hironnelle has zero tolerance for all forms of sexual exploitation, sexual abuse and harassment, and abuse of power within its ranks. [Consult our policy for preventing and combating harassment and sexual abuse.](#) Fondation Hironnelle is an equal-opportunity employer. We strongly encourage applications from qualified individuals regardless of gender, ethnicity, or disability.

Application Process: Interested candidates are invited to submit a detailed CV, a cover letter outlining their interest in the position and demonstrating how they meet the qualifications and contact details of three professional references to rh@hironnelle.org with the subject line "Support Coordinator Ukraine". The application deadline is January 28, 2025.

Selection Process Shortlisted candidates will be invited to an interview, which may include a written test and a presentation.