

Position Title: Admin and Procurement Manager

Organization: Charity Fund “Voice of Generations”

Location: Odesa, Ukraine (with regular travel to Mykolaiv and Kherson)

Reports to: NGO Director

Contract Duration: 6 months (with possibility of extension based on project funding and performance)

Position Summary:

The Admin and Procurement Manager will oversee all administrative operations and procurement processes under the GIZ-funded project. This role ensures that the organization’s centers in Odesa, Mykolaiv, and Kherson are fully functional and compliant with project and donor requirements. The position includes responsibility for logistics, office administration, facility set-up and maintenance, and procurement of goods and services. The Manager will report directly to the NGO Director and will work closely with the Finance Manager, Program Manager, and other project staff.

Key Responsibilities:

Administrative Responsibilities:

- Oversee the setup and operationalization of 3 community centers in Odesa, Mykolaiv, and Kherson.
- Manage rental agreements, liaise with landlords, and ensure timely payment of rent and utilities (electricity, water, internet, gas, etc.).
- Ensure the centers are equipped with the necessary supplies: water, paper, hygiene materials, cleaning products, etc.
- Coordinate repair, maintenance, and utilities management across the centers.
- Maintain asset registers and ensure safety and security protocols are respected in the offices.
- Coordinate administrative support for program activities and events, including trainings, workshops, and meetings.

Procurement Responsibilities:

- Lead all procurement processes in compliance with GIZ regulations and internal procurement policies.



- Prepare and launch tenders, evaluate supplier offers, and organize selection committees.
- Draft, review, and manage procurement contracts and service agreements.
- Ensure all procurement files and documentation are complete, accurate, and audit ready.
- Coordinate closely with the Finance Manager to ensure accurate budgeting and tracking of expenses.
- Maintain procurement tracking tools to monitor orders, delivery timelines, and supplier performance.
- Coordinate with program teams to understand procurement needs and ensure timely delivery of goods and services.
- Handle procurement of:
 - Equipment for collective centers (washing machines, heating boilers, refrigerators, etc.)
 - Furniture and IT equipment for offices and centers
 - Solid fuel (hardwood) for winterization kits
 - Activity-specific materials (PSS kits, dignity kits, educational materials, etc.)

Coordination & Compliance:

- Ensure adherence to donor (GIZ) compliance requirements for procurement and administration.
- Work closely with the Finance Manager to ensure proper coding and allocation of administrative and procurement expenses.
- Support external and internal audits and respond to any procurement or admin-related audit queries.

Qualifications & Experience:

- University degree in Business Administration, Logistics, Procurement, or related field.
- Minimum 2 years of relevant experience in administration and procurement, preferably in an NGO or international project setting.
- Strong knowledge of procurement policies, regulations, and tender procedures.
- Experience working with GIZ or other donor-funded projects is an asset.
- Excellent organizational, problem-solving, and negotiation skills.
- High level of integrity and accountability.
- Fluent in Ukrainian and working knowledge of English (spoken and written).
- Proficient in MS Office (Excel, Word, Outlook) and procurement/finance software.