

Project Assistant Slovyansk, Ukraine

About Aqlity: AQLITY is a small but dynamic and innovative humanitarian organization committed to revolutionizing aid delivery. Our mission is to empower local actors, enhance coordination, and ensure the efficient and accountable delivery of humanitarian assistance. We operate at the intersection of technology and humanitarian action, striving to bridge the gap between donors, international organizations, local NGOs, and communities in need.

Role Overview: AQLITY is seeking a dedicated and proactive Project Assistant to support our humanitarian initiatives in Ukraine. The Project Assistant will play a crucial role in assisting with needs assessments, updating the AQLITY Partner Portal, organizing partner meetings, facilitating translations, identifying potential trainings for local NGOs, and contributing to the establishment of a training hub in Slovyansk. The successful candidate will be expected to travel regularly to the field to engage with local stakeholders.

Key Responsibilities:

- Assist in conducting needs assessments and ensuring the continuous update of the AQLITY Partner Portal.
- Support partner meetings by providing translation services as needed.
- Collaborate with team members to identify potential training opportunities for local Ukrainian NGOs.
- Contribute to the establishment and management of the training hub in Slovyansk.
- Travel regularly to the field to meet with local government officials, NGOs, and other stakeholders.
- Provide administrative support as required, including scheduling meetings, preparing documents, and maintaining project records.

Requirements:

- Fluency in English and Ukrainian/Russian, with excellent written and verbal communication skills.
- Strong interpersonal skills and ability to work effectively in a multicultural team environment.
- Highly organized with the ability to multitask and prioritize tasks effectively.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Commitment to humanitarian principles and values.

Desirable:

- Previous experience working with NGOs or humanitarian organizations.
- Knowledge of humanitarian principles and international humanitarian law.
- Familiarity with data management systems and online platforms.

Applications will be reviewed on a rolling basis until the position is filled. Only shortlisted candidates will be contacted for an interview.





AQLITY is an equal opportunity employer and encourages applications from qualified individuals regardless of race, ethnicity, religion, gender, sexual orientation, disability, or age. We are committed to fostering a diverse and inclusive workplace where everyone feels valued and respected.

