

Vacancy Announcement for Program Coordinator in Ukraine

Position title: ITF Program Coordinator (ITF PC)
Duty Station: Kyiv, Ukraine
Duration: 18 months (start as soon as possible)
Opening date: 1 June 2023
Closing date: 31 December 2024

ITF Enhancing Human Security (ITF) is hiring for a **Program Coordinator for ITFs projects in Ukraine**. The position is based in Kyiv, Ukraine, with possibilities for travel to other areas/oblasts within the country.

ITF seeks to support the resilience of communities in Ukraine by reducing risks to peace and security. Since 2015, ITF has been supporting victims assistance, psychosocial support, food security/livelihoods, capacity buildings programs in Ukraine, with the aim of increasing civilian population's security by protecting lives, improving physical and mental resilience, improving rehabilitation infrastructure, and supporting livelihoods.

The Program Coordinator (ITF PC) is responsible for the overall planning, implementation, quality, and monitoring of all ITF activities in country, re-establishment of ITF Regional Office in Kyiv implemented within a humanitarian mine action project in Ukraine. ITF PC will provide continuous technical advice, including on information management, coordinate with relevant national mine action authorities, ensure smooth implementation of ITF projects in Ukraine and lead the registration and establishment of ITF Regional Office in Kyiv. In addition, his/her tasks may ensure safe implementation of projects activities according to IMAS and standard operating procedures (SOPs). ITF PC is also ITF's technical focal point for the implementation of all ITFs projects in Ukraine, who will ensure overall project management with the support from ITF Head of Implementation Office in Kyiv and other regional and national staff.

The main responsibilities include:

Planning, monitoring & quality management:

- Initiate, plan and coordinate ITF project activities in Ukraine;
- Ensure smooth execution of all ITF project activities in Ukraine;
- Support the complete process of ITFs registration and the establishment of ITF office in Kyiv, Ukraine;
- Ensure proactive operation of ITF office in Kyiv, Ukraine;

A Trg republike 3
1000 Ljubljana
Slovenia
T +386 1 2518 580
E info@itf.si
W www.itf.si

- Analyze data on mine/UXO contamination collected in Ukraine and provide reports on hazardous areas;
- Conduct regular Quality Assurance of project related activities;
- Monitor and analyze productivity and report to the ITF HQ with recommendations for improvement as required;
- Maintain and coordinate humanitarian mine action activities with other national and international stakeholders (Ukrainian National Mine Action Authority, SESU, relevant ministries, IGOs, NGOs, etc.);
- Ensure that priorities set by the program are met, and the requirements of the donors and beneficiaries are taken into consideration through operational delivery;
- Development of project proposals for the ITFs portfolio and fundraising;
- Identify Ukraine's needs in the fields of humanitarian mine action and assistance to mine victims;
- Promote and strengthen the role of ITF in the fields of humanitarian mine action, conventional weapons destruction and wider human security in Ukraine.

Staff management & supervision:

- Plan and support recruitment of future additional staff for the ITF Office Kyiv;
- Strengthen the role of the ITF as an actor in the field of mine action in Ukraine;
- Act as budget manager for the ITF Implementation Office Kyiv;
- Report directly to ITF HQ and to the ITF Head of Implementation Office in Kyiv;
- Assist and actively support monitoring visits of ITF HQ staff, ITF Head of Implementation Office in Kyiv and of various donors.

Data collection & information management

- Development and follow-up of data collection plans in future possible mine action activities in the field;
- Analysis and reporting in line with IMAS and the agreed mine action methodology;
- Monitoring of accuracy of data collected. Cross check data collected in the field, ensure regular updates, and solve eventual discrepancies;
- Supervise and monitor mapping related data collection.

Coordination:

- In cooperation with national staff liaise with local authorities and other stakeholders to ensure the smooth implementation of the ITF activities;
- Establish and maintain good relationships and communication with the Ukrainian national mine action authorities and other mine action organizations in the area to ensure coordination and knowledge-sharing;

- Represent ITF in various coordination bodies as required.

Reporting:

- Prepare weekly/monthly/quarterly work plans;
- Prepare weekly/monthly/quarterly operational reports;
- Contribute to donor reports and new project proposal and budgets as required.

Experience and Technical Qualifications:

- Minimum 5 years' experience in humanitarian mine action programs or similar;
- Candidate should be an Ukrainian citizen with permanent residence in Ukraine;
- Excellent knowledge of information, reporting and collection platforms;
- Proven experience and knowledge of information management and analysis;
- Good knowledge of clearance methodologies and equipment utilized in demining operations, experience planning and implementing clearance operations is an asset;
- Strong and proven understanding of the humanitarian operating context, donors, security and financial management in humanitarian context
- Understanding and application of humanitarian principles linked operational contexts;
- Good writing skills in reporting and proposal development;
- Computer literacy, including proficiency in Word, Power Point and Excel;
- Fluency in written and spoken English and Ukrainian is essential.
- Previous experience working in Ukraine is an advantage. Regional experience is strongly preferred;
- Ability to work in field locations within remote and insecure environments;
- Strong organizational skills, proactive approach, and flexibility;
- Strong leadership, team building and communication skills;
- Excellent communication and interpersonal skills.

We Offer:

- An 18-month contract (extension contingent on funding and performance);
- A competitive salary;
- 26 days of paid annual leave;
- Work in a growing organization, which allows for a lot of flexibility and influence in shaping future humanitarian programming;
- Insurance as per industry standards.

Application Process:

All interested candidates are requested to submit their CVs (no more than two pages) and Cover Letter (no more than one page) with two references to info@itf.si and dino.sujak@itf.si prior to the closing date on 29 May 2023. Please state “Application: Program Coordinator in Ukraine” in the email subject line.

Candidates are encouraged to apply as soon as possible as interviews are expected to be held on a rolling basis. ITF reserves the right to select a candidate prior to the closing date. Only shortlisted candidates will be contacted.

ITF staff must comply with ITF Code of Conduct and relevant Safeguarding and Anti-Corruption Policies. As part of the recruitment process, ITF conducts anti-terror checks, which is a prerequisite for employment.