

Terms of References

Programme Assistant

Programme: “Swedish Support to Decentralisation Reforms and Recovery in Ukraine 2024-2028”

About SALAR International & its engagement in Ukraine

SALAR International is a subsidiary of the Swedish Association of Local Authorities and Regions (SALAR), representing all 290 municipalities and 21 regions in Sweden. As the international branch of SALAR, we work globally to support local democracy and good governance in developing and transitioning countries. Our expertise covers areas such as capacity building in municipal management and service delivery, local and regional development planning, support for local government associations, decentralisation policies and European integration. Geographically, SALAR International’s projects cover countries in Eastern Europe, the Caucasus, the Middle East and the Sub-Saharan Africa.

SALAR International has been engaged in Ukraine since 2014, providing support to Ukraine’s decentralisation process through three major initiatives focusing on building a robust multigovernmental system, increasing accessibility and quality of services at the local level, and enhancing international cooperation between municipalities from Ukraine and the EU. After the full-scale invasion, SALAR International has added crisis support to Ukrainian municipalities, providing them with material assistance.

Description of the assignment context

SALAR International has finalised its current projects in Ukraine (DSP and Prosto), which were initiated before the full-scale invasion. To address the changing needs of Ukrainian municipalities and national actors during wartime, a new multi-level program has been initiated, to be financed by Swedish International Development Cooperation Agency (Sida).

SALAR International is currently in the preparatory phase of the new programme, with estimated activities scheduled to begin in July or August 2024. The programme is planned for four years, but activities are currently outlined for the first 24 months.

The new programme aims to work with both short and long-term focus on addressing the needs of the multi-level governance system in Ukraine and in parallel strengthen municipalities’ public service provision, as well as their direct engagement in the recovery and reconstruction process, in line with the requirements of EU accession.

The programme will consist of two components: one focusing on policy and collaboration with national actors, and the other providing direct support to municipalities. It will encompass five thematic areas: Education, Fiscal Decentralisation and Budgeting, Administrative Service Provision, Locally-led Recovery, and International Municipal Cooperation. The programme will procure material support to address the crisis needs of municipalities and coordinate with other international actors to finance the implementation of recovery plans.

Organisational set up

The programme is a joint Swedish-Ukrainian initiative with management structures in both Stockholm and Kyiv. It encourages a flat organisational structure, meaning a high degree of autonomy and

responsibility for involved experts, as well as strong local ownership among beneficiaries such as national stakeholders and Ukrainian municipalities.

It is expected that more than 50 people will be working full-time in Ukraine within various thematic teams as well as support units.

The programme has its office in Kyiv but will implement activities in all regions controlled by the Ukrainian government.

Role description

The project assistant is a part of the Administrative Unit in Ukraine and will be working closely with the Programme Coordinator and Logistics and Events Coordinator. The work will include supporting office maintenance, administrative procedures, and assisting in organising events and trips. The assistant will also work on various tasks from the thematic units to ensure efficient implementation of activities.

Main responsibilities:

- Assist the team in practical programme operations (logistics, events, communication)
- Support the work with external suppliers who provide logistics and event services
- Handle administrative tasks related to programme activities, such as courier deliveries and documentation flows
- Technical support for online trainings
- Assist in quality assurance and proofreading of documents for trainings and seminars (certificates, etc).
- Support in procedures for payment and invoices, and communicate with contractors regarding various requests from the programme's side
- Support thematic teams in communication with participants of various events such as study visits, trainings, conferences, etc.
- Assist with day-to-day work of the project office in Kyiv

Qualifications:

- Minimum 2 years of experience working with assistant-related tasks
- Knowledge of administrative procedures
- High social and communication skills, with the ability to develop good relationships with different stakeholders
- High level of coordination skills and sense of responsibility
- Capability to working with strict deadlines in a dynamic context
- Good command of the MS Office package and online communication tools (zoom etc.)
- Fluency in Ukrainian and intermediate level of English (verbal & written)
- Ability to work in a multicultural environment

Merits:

- Previous experience of work in International Organisations
- Experience of working with Adobe Illustrator
- Fluency in English

Selection criteria

The selection of candidates will be based on the following criteria: working experiences, communication skills, flexible and service-oriented mindset, ability to work from the office in Kyiv and to travel within Ukraine.

Diversity and equal opportunities

SALAR International embraces diversity and respects human rights in all areas of its work. SALAR International strives to create a gender-equal and diverse working environment. Team members shall respect equal rights of individuals and strive to create an atmosphere where people's differences are accepted and valued. SALAR International supports working arrangements that enable personnel to combine work with family commitments.

Conditions

A consultancy contract will be signed between SALAR International and the expert which will outline the conditions for the position in detail. Please note this position is not an employment position, meaning that applicants must be established as consultants and will be liable to pay all relevant taxes and insurances in Ukraine.

A competitive consultancy fee will be offered to the successful candidate. Life and travel insurance is provided to those travelling within Ukraine.

Duration: 23 months, full-time. Physical presence in the project office is required.

Location: Kyiv

Application: Send your application with max 3 page CV and 1 page cover letter to ukraine@salarinternational.se. Please note "Programme Assistant" in the subject line. The interviews will be conducted on an ongoing basis. Only shortlisted applicants will receive a response by email when the recruitment has been finalised.

For any questions or clarifications, please contact: ukraine@salarinternational.se

Personal information provided by the applicant in the recruitment process will be handled by SALAR International.

Deadline: 16 June 2024