

Senior Programme Manager – Ukraine

Place of work:	Kyiv, Ukraine
Employment rate:	100%
Start date:	As soon as possible
Contract type:	1 year with possibility of extension
Other:	Must be eligible to work in Ukraine

Basel Institute on Governance

The Basel Institute on Governance is a hands-on centre of expertise dedicated to promoting good governance and countering corruption for a more peaceful, just and sustainable world. Established in 2003 in Basel, Switzerland, the Institute works with partners worldwide to advance knowledge, practice and policy on anti-corruption, asset recovery and business integrity. With field operations worldwide, it has some 150 staff covering 32 nationalities. The Basel Institute is an Associated Institute of the University of Basel.

Job description

The Senior Programme Manager provides senior-level programme management and quality assurance across our multi-grant Ukraine portfolio, ensuring programmes are delivered coherently and in line with strategic goals and the requirements of the currently four donors who fund our in-country efforts. The primary focus of the role relates to: a) work planning and substantive reporting, b) monitoring and evaluation of programme performance, c) communications and fundraising. The post holder reports to the Director, Green Corruption/Senior Advisor, Central and Eastern Europe and works closely with operations, programme management and technical staff in Kyiv and relevant HQ colleagues.

Key responsibilities

Programme management and oversight

Oversee and perform the programme management function in Ukraine, including:

- oversee work planning and related stakeholder management;
- lead, contribute to and quality-control the timely production of substantive programme and country-level reports;
- oversee programme risk management;
- lead on compliance monitoring against donor rules and regulations;
- coordinate donor due diligence and audit processes, together with the Senior Specialist Operations/Programme Manager, including preparing and coordinating responses with relevant internal teams and representing the Institute in discussions with donors;

- ensure effective donor contract management, working with relevant colleagues to monitor contractual obligations, deliverables, deadlines and compliance requirements;
- supervise the M&E focal point and the design and application of M&E tools and progress monitoring, in conjunction with technical advisors.

Programme delivery and collaboration

- Coordinate the law enforcement-related efforts, acting as a liaison between HQ technical experts and beneficiaries.
- Maintain a sufficient understanding of non-law enforcement programme activities, substantive content, stakeholder requirements and delivery contexts to support effective programme management.
- Work closely with programme, technical and subject-matter colleagues and participate in relevant technical and programme discussions to support the effective delivery of designated programmes.
- Liaise with beneficiaries and recipients for the official registration of international technical assistance.

People and programme management tools

- Line manage the in-country Programme Officer, who is also the M&E focal point.
- Train and manage local programme staff in risk and performance management.
- Lead on the development and implementation of project management tools, standard operating procedures (SOPs), reporting templates and dashboards.

Strategic communications and business development

- Ensure public and donor awareness of in-country programming that is aligned with fundraising goals and risk matrix.
- Coordinate the development of programme proposals and contractual arrangements for new programmes or extensions, and contribute to fundraising and donor engagement.
- Proactively identify and flag business development opportunities based on programme developments, donor interests and the national/regional context; liaise with the HQ-based Senior Specialist, Business Development, and with technical staff to assess and pursue relevant opportunities.

Security

- Partner with the Senior Specialist, Operations/Programme Manager in assessing and managing operational and security risks.
- Supervise and quality-control the completion of up-to-date risk matrices.

Qualifications and skills

- Master's degree in a relevant field or equivalent experience
- 8–12 years' experience in international development or technical assistance, including at least 4–5 years in programme management with increasing responsibility
- Experience overseeing multiple programmes or a regional/thematic portfolio and with quality assurance of donor reports
- Experience working with multiple institutional donors, such as SDC, FCDO, USAID and UN agencies, and understanding of different donor requirements and contexts
- Experience leading, mentoring or building the capacity of programme officers or assistants
- Demonstrated lead role in donor compliance and risk management
- Experience in proposal development and fundraising
- Leadership and quality control; relationship management; effective communication with technical advisers and donors; development of SOPs, templates and programme management tools; portfolio-level risk oversight
- Proven experience utilising artificial intelligence for efficient programme management is an advantage.

Offer

We offer an interesting and rewarding working environment with a proactive, dynamic and international team spirit. The work is both routine and varied, and offers scope for initiative and innovation. The salary is competitive.

Application

Please submit your application at your earliest convenience, but no later than **30 October 2026**, using the following link: <https://intranet.basel.institute/job/apply/100>. Applications will be reviewed on a rolling basis.

For further information about this position, please contact **Lesia Nikitova**, lesia.nikitova@baselgovernance.org.

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Equal opportunity employer

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