

Programme Officer, Ukraine

Place of work:	Kyiv, Ukraine
Employment rate:	100%
Start date:	1 November 2024 or shortly thereafter
Contract type:	1 year with possibility of extension
Other:	The position is for citizens of Ukraine, resident in Ukraine

Basel Institute on Governance

The Basel Institute on Governance is an international and independent not-for-profit organisation working worldwide with the public and private sector to counter corruption and other financial crimes and to improve the quality of governance. Registered as a Swiss foundation with headquarters in Basel, the Institute operates globally and maintains field operations around the world.

The Basel Institute is engaged in various programmes in Ukraine, including asset recovery, strengthening compliance of private, public and state-owned institutions, and collaborating closely with Ukrainian civil society. These efforts have intensified since the war of aggression in early 2022.

The Programme Officer, under the overall guidance of the Senior Advisor for Central and Eastern Europe and direct supervision of the Programme Manager, will serve as operational on-the-ground contact for Basel Institute work in Ukraine, given limited HQ team visits. The Programme Officer will provide essential project management, administrative, and logistical support to ensure effective programme implementation and liaison with the HQ team.

Job description and key responsibilities

The Programme Officer will support all Basel Institute programming in Ukraine. This role involves a) programmatic support of all activities, b) administrative, logistical and financial support, and c) research support.

The Programme Officer will work closely with designated technical and other key project staff at both headquarters and in field offices to ensure that our programmes are delivered in line with donor requirements and regulations as well as the Basel Institute's policies and procedures.

General Programmatic work

- Provide general assistance to all programme operations and serve as primary support to the programme management in the field.
- Provide timely input and assist in drafting monthly, annual, and ad hoc reports, programme updates, work plans, and briefing materials for staff and consultants.
- Maintain communication with programme partners, as required, and solicit their input for programme updates.
- Contribute to compiling briefing materials for programme staff and consultants.
- Support knowledge management, including organising and filing programme-related documents, providing inputs to lessons learned and best practices for knowledge sharing and planning future strategies.
- Assist with timely monitoring and evaluation of programme activities and data collection for M&E purposes.
- Provide support and facilitate coordination between technical and communications staff in maintaining liaison with programme partners and key actors, monitoring legal changes impacting project implementation, and sharing programme updates through communication channels.
- Carry out other tasks as assigned by the Senior Advisor for Central and Eastern Europe, Programme Manager, or other colleagues from the HQ.

Administrative, logistical, and financial support

- Dealing with various requests from the Institute's staff, including document formatting and editing, taking and disseminating meeting notes, preparing basic documentation, processing and reconciling expenses, etc.
- Support the logistical preparation and implementation of training programmes and other events, including conference calls organisation, travel arrangements, hotel bookings, arrangement of technical support specialists for the events, etc.
- Prepare agendas, presentations, and meeting papers.
- Collect and systemise databases of contacts (events participants, speakers, trainers).
- Handle Basel Institute project registration with Ukrainian authorities in line with regulations.
- Liaise with Administrative and Finance Teams to support them on specific tasks related to projects in Ukraine and Eastern Europe.
- Translate written documents from/to English and Ukrainian.
- Provide verbal or written interpretation support to the Institute's staff during online and in-person meetings, trainings, and seminars.

Research support

- Conduct technical research on the determined topics and facilitate collection,

validation, analysis, and interpretation of data and evidence.

- Analyse and summarise the research results in a designated form. Contribute to data visualisation.
- Support research dissemination.

Qualifications and skills

- University degree in business, law, political or social sciences, international relations, management, public policy, public administration, or other relevant fields.
- At least three years working in the field of programme or project management and implementation, preferably in an international environment.
- Background in working with an international donor or as part of a donor-funded technical assistance programme is a strong advantage.
- Experience working with relevant stakeholders from governmental and non-governmental institutions in the fields of good governance, anti-corruption, and anti-bribery compliance or in the infrastructure sector at the national and subnational levels is an advantage.
- Excellent research and analytical skills.
- Excellent English, native Ukrainian (written and oral).
- Ability to work remotely, independently and show initiative.
- Physical presence in Kyiv and readiness for occasional travelling outside Kyiv.
- Superior computer skills, including presentation software and the full Microsoft suite, especially Excel.
- Ability to work in a fast-changing environment.

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 **15 October 2024**, using the following link: <https://intranet.basel.institute/job/apply/16>. Applications will be reviewed on a rolling basis.

For further information about this position, please contact:
lala.zinkevych@baselgovernance.org

Equal opportunity employer

The Basel Institute is an equal opportunity employer. It does not discriminate on the basis of race, religion, colour, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.