

Senior Specialist, Operations - 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 competence 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

With the increasing implementation of international cooperation programmes by the Basel Institute in Ukraine, we are seeking a Senior Specialist, Operations for the newly established Representative Office of the Basel Institute in Kyiv, Ukraine ("Ukraine Office").

This is a new position and will initially be the sole operations role within the office, supporting a team of up to 10 local technical experts and programme staff. The Senior Specialist, Operations will therefore play a critical role in setting up and managing the financial, administrative and human resources functions of the Ukraine Office, laying the foundations for future growth.

The post-holder will ensure the smooth and compliant operation of the Ukraine Office, establishing and maintaining policies, procedures and systems that support financial, legal, operational and HR functions. These should be closely aligned with those of the Basel Institute's headquarter office (Basel, Switzerland), while ensuring full adherence to Ukrainian law and donor-specific regulations. The Senior Specialist, Operations will arrange for the necessary work infrastructure and provide administrative support for an efficient and sustainable office in Ukraine.

Reporting to the Senior Advisor for Central and Eastern Europe / Head, Ukraine Office, the Senior Specialist, Operations will work closely with the team at the Ukraine Office as well as

with colleagues based at headquarters in Basel, particularly those in programme management, finance, administration and human resources.

Key responsibilities

Operational management

- Oversee day-to-day operations of the Ukraine Office, ensuring smooth, efficient and compliant functioning of all support services.
- Develop, implement and monitor office policies, procedures and systems aligned with headquarter standards while ensuring compliance with local laws and donor requirements.
- Provide strategic operational advice and support to the Senior Advisor for Central and Eastern Europe / Head, Ukraine Office

Financial management

- Lead and supervise financial administration, including budgeting, accounting, expenditure monitoring and financial reporting.
- Ensure proper financial controls, risk management practices and compliance with the Institute's policies, host country regulations and donor-specific requirements.
- Coordinate with the finance team at headquarters to ensure harmonisation of systems and standards.

Human resources management

- Oversee HR administration, including recruitment, onboarding, contracts, performance management and staff development.
- Ensure HR policies and practices are aligned with headquarter guidelines, adapted to local context and compliant with labour regulations.
- Promote a positive, inclusive and supportive workplace culture.

Administrative and legal oversight

- Ensure compliance with legal, contractual and regulatory requirements applicable to the Ukraine Office.
- Supervise procurement, logistics and office administration, ensuring adherence to procurement standards and donor regulations.
- Manage contracts and relationships with external service providers (legal, financial, logistical, etc.) in line with headquarter practice and standards, and in compliance with local law, as applicable.

Governance, compliance and risk management

- Monitor and ensure compliance with institutional, host country and donor requirements in all operational areas.
- Develop and maintain risk management frameworks to identify and mitigate operational, financial and compliance risks in close coordination with headquarters through its programme management function and coordination with the Basel Institute's Chief Compliance Officer and the Compliance Ambassador.
- Support internal and external audits, implementing recommendations as appropriate.

Coordination and representation

- Act as the main liaison between the Ukraine Office and the operational teams at headquarters (Finance, HR, Administration, Programme Management).
- Contribute operational expertise to strategic planning and programme development discussions.
- Represent the Basel Institute on operational and administrative matters with local authorities, service providers and other partners as delegated by the Senior Advisor for Central and Eastern Europe / Head, Ukraine Office.

Qualifications and skills

- University degree (Master's degree preferred) in finance, business administration, human resources management or a closely related field
- Minimum of ten years' experience with progressively increasing responsibility in operations management, financial administration and HR within international or donor-funded development programmes
- Proven ability to develop and implement policies, systems and procedures in line with institutional and donor requirements
- Strong interpersonal and management skills with a collaborative and solution-oriented approach
- Strong analytical, organisational and problem-solving skills
- High level of integrity, discretion and commitment to compliance and accountability
- Demonstrated local operations management experience with strong understanding of Ukraine's legal and regulatory frameworks relating to international technical assistance is a distinct advantage.
- Proficiency in financial management systems, accounting software and MS Office applications; experience with ERP or other integrated management systems is desirable.
- Languages: fluency in written and spoken Ukrainian (native speaker) and excellent command of written and spoken English

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 **17 October 2025**, using the following link: <https://intranet.basel.institute/job/apply/58>. Applications will be reviewed on a rolling basis. Only short-listed candidates will be contacted.

For further information about this position, please contact juhani.grossmann@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.

*** Why work with us? Watch this [video](#) to find out more. ***