

Programme Officer – Ukraine

Place of work:	Kyiv, Ukraine
Employment rate:	100%
Start date:	17 June 2026, or as soon as possible
Contract type:	1 year with possibility of extension
Other:	Ukrainian citizenship

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

The Programme Officer will support the implementation, monitoring and evaluation of the Basel Institute's programmes in Ukraine. The role combines programme coordination, monitoring and evaluation, stakeholder engagement and knowledge management functions across the Ukraine portfolio.

The Programme Officer will report to the HQ-based Programme Manager. They will work closely with colleagues across the Ukraine Office and our headquarters in Basel – particularly with programme management and communications teams, as well as with technical experts from the respective directorates – to support effective programme delivery in line with donor requirements and the Basel Institute's policies and procedures.

Key responsibilities

- Support HQ and in-country expert staff in coordinating with partners, government stakeholders and donors, including organising in-country missions and facilitating information and data exchange.
- Support the preparation and implementation of activities, trainings, study visits or other events inside and outside Ukraine.
- Provide timely input to and support the drafting of monthly, annual and ad hoc reports, programme updates, work plans, presentations and other programme documentation.
- Support the development and implementation of project-level monitoring and evaluation frameworks; track progress against project results frameworks and logframes.

- Support the HQ-based and in-country expert and operations staff in conducting donor compliance by ensuring programme activities, documentation and reporting align with contractual obligations, indicators and timelines.
- Design/or support the HQ-based and in-country expert staff in designing the pre- and post- activity surveys, assessments, feedback mechanisms and other learning tools related to programme outcomes and impact.
- Document and analyse programme results, lessons learned, case studies and impact stories for internal and external use.
- Contribute to new proposal development, including results frameworks, indicators and M&E plans.
- Support coordination between Ukraine and HQ-based programme and communications staff to support coherent implementation, external communication and donor visibility.
- Support external evaluations, audits, donor missions and programme reviews, including coordinating data requests and supporting documentation.
- Maintain and systemise databases of programme contacts, including participants, speakers, trainers, consultants and partners.
- Carry out other tasks as assigned by the Senior Advisor for Central and Eastern Europe, Programme Manager or other HQ-based and in-country colleagues.

Qualifications and skills

- A university degree in international relations, international development or related field.
- Minimum of 5 years' relevant experience in programme management and M&E roles in international development, non-profit sector or government.
- Experience coordinating with international partners, government institutions, civil society organisations and donors. Experience working with Ukraine's law enforcement and anti-corruption sector is a strong asset.
- Strong analytical, organisational and problem-solving skills, with attention to detail.
- Proven drafting skills, including the ability to prepare high-quality reporting documents.
- Knowledge of monitoring and evaluation methodologies, indicators and data collection tools.
- Fluency in Ukrainian and English required; knowledge of additional languages is an asset.
- Proficiency in MS Office, particularly Excel, and familiarity with data management and reporting tools.
- Motivated to work for an internationally operating not-for-profit organisation.

The Programme Officer must be based in Kyiv or willing to relocate.

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 **7 June 2026**, using the following link: <https://intranet.basel.institute/job/apply/77>. Applications will be reviewed on a rolling basis.

For further information about this position, please contact hr-kyiv@baselgovernance.org.

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

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.