



Programme Coordinator Ukraine (Local Consultancy) – Kiev, Ukraine

Unit: Wider Europe Programme

Duty Station: Kiev, Ukraine

Title of Consultancy Manager: Senior Programme Manager, Wider Europe Programme

The International Institute for Democracy and Electoral Assistance — International IDEA is an intergovernmental organization that supports sustainable democracy worldwide. International IDEA's mission is to support sustainable democratic change by providing comparative knowledge, and assisting in democratic reform, and influencing policies and politics.

International IDEA acts as a catalyst for democracy building; by providing knowledge resources, policy proposals and supporting democratic reforms in response to specific national requests. It works together with policy makers, governments, UN organizations and agencies and regional organizations engaged in the field of democracy building.

International IDEA develops, shares and enables the use of comparative knowledge in its key areas of expertise: electoral processes, constitution building, political participation and representation, democracy and development and democracy assessments.

It also addresses the important issues of gender, diversity, and conflict and security as they relate to democracy.

International IDEA is based in Stockholm, Sweden, and works worldwide through offices in New York, Brussels, The Hague, Latin America, Africa and Asia.

Context

In 2016, International IDEA established its Wider Europe Programme, which aims to support democracy throughout Europe. In its first year of existence, particular emphasis was placed on Eastern Europe, including Ukraine, Moldova and Georgia. Programmatically, the Wider Europe Programme has invested in conducting needs assessments, programme design and partnership building, as well as translation of some of its publications into Russian and Ukrainian. From this scoping, priority themes emerged, including democracy at the local level, money in politics, and political party development. In 2017, IDEA intends to roll out its activities in these areas, partly relying on IDEA's existing global tools and expertise. It aims to do so in partnership with a range of local and international institutions.

The increase in activities in Eastern Europe now requires the addition of a Programme Coordinator for Ukraine, based in Ukraine. The person may also occasionally be asked to assist in IDEA's work in Moldova and Georgia. The person will help to represent International IDEA in Ukraine, adapt IDEA's global tools to a Ukrainian context, access decision makers, co-design programmes, and support the implementation of its activities.

The person will be hired on an initial consultancy contract, which may be extended beyond that term. As International IDEA is currently establishing its presence and activities in Eastern Europe, the person will be home based but is expected to lead IDEA's in-country registration and office establishment.

Duties and Responsibilities

- Manages and coordinates IDEA activities in Ukraine, and provides specific expert advice in areas such as democracy at the local level, money in politics, and political party development.
- Together with colleagues in The Hague, identifies, formulates and develops programme activities, based on the political context and builds coalitions for change and networks;
- Supports the implementation of IDEA projects in Ukraine primarily, and assists from time to time in Moldova and Georgia, through direct engagement with all stakeholders;
- Leads in building partnerships with key leaders in political parties, civil society groups and service providers in Ukraine to advance the work of IDEA. Occasionally, similar assistance may be required with regard to Georgia and Moldova.
- Maintains and develops relevant professional contacts and networks with key actors and stakeholders in Ukraine, including practitioners, policy makers and academics; maintains regular contact with IDEA Member States and donor agencies. Similar assistance may occasionally be requested for Georgia and Moldova.
- Leads IDEA's in-country registration as well as its search for office space in Ukraine, which will be modest at first and may include co-location with partner organisations.
- Leads meetings and discussions, supervises publications including input from external providers on such topics as democracy at the local level, money in politics and political party development;
- Contributes level input to the Project's political and economic analysis including collecting information and analysis from stakeholders;
- Coordinates with International IDEA's Wider Europe Programme in The Hague and Headquarters in Stockholm, as well as other regional programmes to support planning and budgeting of activities at an institutional level;
- Advises the Senior Programme Manager and his staff on all matters pertaining to programme related developments; Facilitates the engagement of International IDEA staff in order to achieve project goals;
- Contributes to oversight of programme funds in accordance with donor and International IDEA regulations;
- Contributes to the procurement processes by defining for instance terms of reference as needed;
- Assists in the sourcing of local consultants;
- Contributes to monitoring and evaluation of the Project activities in accordance with donor and International IDEA rules and procedures;
- Contributes to programme-related progress reports for Ukraine, and occasionally Georgia and Moldova.
- Leads in disseminating reports and briefings on project activities and developments, and occasionally Georgia and Moldova.

General profile

- Combines in-depth knowledge, acquired through post-graduate academic achievements, excellent skills and significant experience in their field;
- Combines in-depth knowledge in current democratization trends and challenges, especially in Ukraine, and preferably the eastern European region broadly, with a particular focus on democratic governance, political party development and democracy at the local level. A successful candidate will have ideally acquired these skills and knowledge through a combination of a post graduate degree in international relations, political science, or a related field, and solid practical work experience in the relevant field.
- Experience in working within an international organization will be considered an asset.
- Has contributed to publications on their relevant subject; is recognized as a knowledge resource in his/her broad professional community;
- Has the intellectual leadership to integrate innovation into his/her field of expertise;
- Is an active collaborator with staff based in The Hague and Stockholm, but is also able to work independently when needed.
- Fosters team-based activities; collaborates with other entities of the Institute;
- Acts as a model and mentor for colleagues;
- Is expected to travel globally to any geographical area involved in his/her projects;
- Follows internal procedures to ensure high standards of performance and compliance with Institutional guidelines while using professional judgement and knowledge of context to drive decisions;
- Integrates a gender and diversity perspective in all activities with a deep commitment to political devolution and democratic accountability.

Reporting Line

- Senior Programme Manager, Wider Europe Programme.

Programmatic Knowledge

- Has expert knowledge and extensive work experience in the field of democratization, political party development, and democracy at the local level in Ukraine, combined with excellent understanding of related disciplines in order to approach programmatic issues in a holistic manner. Similar knowledge for Georgia and Moldova would be considered an asset.

Operational Knowledge, skills and experience

- Integrates a results-based approach into the design, management and evaluation of all his/her programmatic activities;
- Has thorough understanding of relevant programmatic issues in Ukraine, and preferably also Moldova and Georgia;
- Is active in the search for information on donors and partners, preparation of reports and project briefs, identification of opportunities for initiation of new projects, and all other activities related to resource mobilization and partnership building;
- Illustrates integrity, a collaborative spirit, a sense of achievement, and an understanding of risk management.
- Understands and manages the budget of his/her project(s).

Leadership

- Some people management responsibility over permanent staff may be expected for the future;
- Acts as a model and resource for colleagues.

Problem Solving

- Will solve complex challenges, approach issues with new perspectives, and analyze situations from a multitude of intervening factors.

Impact

- Has a clear impact on the programme development and delivery;
- Will also impact other teams and projects in related fields.

Communication and Interpersonal Skills

- Liaises permanently to all internal and external stakeholders involved in his/her project, both locally and in The Hague and Stockholm; acts and is perceived as an initiator of relevant communication to solve issues;
- Drives projects and assignments through communicative personal energy and engagement;
- Can explain sensitive information with diplomacy, and build consensus;
- Is able to present his/her activities and represent International IDEA effectively in all professional circles.
- Fluency in English, Ukrainian and Russian, i.e. written and oral proficiency, required.

Education and Experience

- University degree in political science, law, international relations, public administration or other related discipline;
- Minimum of eight (8) years of relevant experience in strengthening democracy and political accountability in Ukraine, and preferably Eastern Europe broadly;
- Demonstrated experience in report writing and reporting under an RBM system;
- Demonstrated experience in conceptualization, formulation and management of project activities.

Terms of Contract

- One (1) year consultancy contract.
- The position will be home based.
- Fee: EUR 2500, per month.
- Additional benefits: none.

Applying for this position

An application letter and CV should be submitted to EOI@idea.int no later than 19 February 2017 23:59 (CET).