

December 2022

VACANCY NOTICE

**PROJECT COORDINATOR
FES Ukraine**

Starting Date: approx. 16 February 2023
Location: Kyiv, Ukraine
Duration: 6 months, extension not excluded
Application Deadline: 16th January 2023

Who we are:

The Friedrich-Ebert-Stiftung (FES) is an independent, private and non-profit organization headquartered in Germany. Promoting social democracy and development worldwide, contributing to peace and security and shaping globalization politically – these are the goals and guidelines of our international work. At the heart of this work is a worldwide network of offices and partners with which the FES conducts educational and advisory activities in over 100 countries. Our office in Ukraine is looking for a Project Coordinator.

Your role and tasks:

- Coordination of programs with FES partners
- Planning, implementation and evaluation of project activities
- Quality assurance evaluation of all activities, including reporting
- Strategic development of FES project activities
- Identifying new partners / project activities
- Monitoring and analysis of political developments in Ukraine
- Public representation of FES and coordination of public outreach
- Preparation and review of project budgets and oversight of program logistics
- Preparation of financial documents and procedures
- Other related tasks assigned by the employer

What we expect:

- Master's Degree or equivalent in Social Sciences, International Relations or a related field
- Minimum of five years of work experience in project planning, coordination and implementation. Experience with conceptualizing and conducting seminars/trainings is a plus.
- Strong interest in socio-political developments in Ukraine
- Sound analytical skills, high interest in politics
- Familiarity and identification with the values of social democracy
- Pronounced political sensitivity and diplomatic talent
- Excellent command of written and spoken Ukrainian as well as good command of English and/or German
- Excellent intercultural communication skills
- Demonstrated ability to multi-task and work with limited supervision
- Proficiency in MS Word, MS Excel and other office software
- Ability to work in a team as well as independently
- Readiness for regular national and international business trips
- Ukrainian citizenship

What we offer:

- Full-time position (40h/week) with the option of extension after 6 months
- Competitive salary including health insurance
- Friendly working environment and meaningful tasks

Are you interested?

Please send your application (cover letter, CV and relevant references) in **German or English** by Monday, 16th January 2023, to ukraine@fes.de. Please indicate "Job Application: Project Coordinator" in the subject line of your email and name the files as follows: Cover letter_Name_Last Name, CV_Name_Last Name etc