



Terre des hommes
Helping children worldwide.

Project Officer (Ivano-Frankivsk, Ukraine)

Terre des hommes is looking for a proactive, energetic, and organised Project Officer, to join its team in Ivano-Frankivsk, Ukraine, to support in the implementation of its projects. If you are looking for a meaningful job that will make a lasting impact on the lives of children, we want to meet you.

Start date As soon as possible

Contract One-year, local, full-time Employment Contract, renewable.

Probation

period 3 months

Remuneration package Attractive salary, private health insurance, support for professional development

Location Ivano-Frankivsk, Ukraine

Deadline for applications Recruitment will be ongoing until position is occupied

WHAT WE DO, IN EUROPE AND UKRAINE

Terre des hommes (Tdh) is the leading Swiss organisation for children's aid. Since 1960, Tdh has helped build a better future for children and youth, especially those most exposed to risks, making an impact with innovative and sustainable solutions. Active in more than 30 countries, Tdh works with its own teams and/or local and international partners to develop and implement field projects which significantly improve the daily lives of over four million children and members of their communities every year, with a focus on mother and child health, migration, and access to justice for children.

In Europe, Tdh strives to ensure the full realisation of children's rights, equally and without discrimination. We are present in Albania, Kosovo, Moldova, Romania, Ukraine, Hungary, and Greece, while together with partners, we reach children in other 14 European countries.

Tdh started operations in Ukraine in 2015 and operated until February 2022 through 2 operational offices in Mariupol and Sievierodonetsk, while maintaining a coordination/representation office in Kyiv. Following the Invasion of Ukraine by the Russian Federation Army, the Tdh team has relocated in Ivano Frankivsk, where it started operations for the area of West Ukraine, which is the first operational base for the response to the current humanitarian crisis. The organization is aiming to operate in the Kyiv and surrounding areas and potentially in East Ukraine. We are providing various services to children, youth and their families in the conflict affected area, with a strong focus on psychosocial support.



For more information, please check <https://www.tdh.ch/en> <https://tdh-ukraine.org/en> www.facebook.com/TdhUkraine/

ROLE DESCRIPTION

The Project Officer is responsible for the effective support of the project in terms of organization, communication, compliance with administrative and financial procedures and support to the beneficiaries.

MAIN RESPONSIBILITIES

Supports the Project Manager for the organisation, communication and coordination of the mobile team activities

- Supports the Project Manager in creating and maintaining a continuous and effective information flow within the colleagues of the project
- Support the Project Manager in preparing the activity plan as needed
- Centralizes information from the team and supports the Project Manager in reporting
- Supports the team members in processes regarding procurement and finances
- Supports the Project Manager in ensuring that Tdh procedures and policies are followed

Organises activities for Tdh beneficiaries and offers them direct assistance based on the existing needs and team allocation

- Together with all the team members intervenes in areas and activities as prioritized by the Project Manager
- Conducts regular needs assessments for the locations where the teams are working and any other potential locations for intervention
- Offers information and personalised individual support in accordance to their capacity and on agreement with the team leader
- Organises events for Tdh beneficiaries as planned with the Project Manager
- Liaises with suppliers and service providers
- Identify the problems associated with the delivery of the programme and informs the team leader to decide on further actions
- Coordinates the activities of volunteers supporting the team
- Conducts research as needed to support the project activities

The Project Officer is responsible for other tasks delegated by the Project Manager in accordance to the general purpose of the position.

YOUR PROFILE

Education / Qualifications: University Degree, preferably in social and humanistic fields.

Experience: Minimum 1 year of experience in organisation and implementation of projects. Strong interpersonal skills, ability to interact effectively with all levels of staff. Excellent communication skills. Excellent record keeping and documentation skills. Ability to work independently and organize, prioritize, and follow through on multiple tasks in a fast-paced, deadline-oriented environment. Strong team spirit. High level of integrity. Respect of deadlines. Ability to uphold high standards and punctuality under pressure.

Languages: Excellent command of written and spoken Ukrainian and Russian, fluent English.

IT Knowledges: Good IT knowledge (Microsoft Office, Internet).

TO APPLY:

Qualified applicants are encouraged to submit their application (CV and motivation in English) to ukr.office@tdh.ch Please mention in the title of the email the position "Project Officer".

Child Safeguarding Policy:

To commit to respect Tdh Risk Management Policies including Child Safeguarding Policy, Safety and Security Policy and Anti-Fraud/Corruption Policy, Whistle Blowing Policy.

GDPR compliance:

By sending your application, you agree that your personal data will be used in the recruitment process. All the documents we will request in different steps of the recruitment process will only be used for this purpose.

All staff involved in recruitment and selection are aware that data protection rules apply, and that personal information will be treated confidentially. According to our policy, we will keep your application documents for the period of the recruitment only.

Due to an anticipated high number of applications, Tdh is not in a position to respond to every applicant individually. Please note that only short-listed candidates will be contacted for the first interview.