

Vacancy Announcement

Title:	Project Coordinator for Ukraine
Type of contract:	Employment
Contract duration:	1 year (Renewable)
Work time:	Full-time position (40 hours per week)
Reporting to:	Director of Programmes
Location:	Ukraine, home based (ideally in Kyiv), with in-country travel
Start date:	As soon as possible
Application deadline:	Interviews will take place on a rolling basis

Background

The Global Survivors Fund (“GSF”) was launched in October 2019 by Dr Denis Mukwege and Nadia Murad, Nobel Peace Prize laureates 2018. Its mission is to enhance access to reparation for survivors of conflict-related sexual violence around the globe, thus responding to a gap long identified by survivors. GSF acts to provide interim reparative measures in situations where states or other parties are unable or unwilling to meet their responsibilities. GSF advocates for duty bearers as well as the international community to develop reparation programmes. It also guides states and civil society by providing expertise and technical support for designing reparation programmes. GSF’s unique co-creation model and survivor-centric approach are the cornerstone of its work.

The Project

GSF and the Dr Denis Mukwege Foundation have signed a Memorandum of Understanding with the Service of the Deputy Prime Minister for European and Euro-Atlantic Integration of Ukraine and the Government Commissioner for Gender Equality Policy to enhance access to reparations for victims of conflict-related sexual violence in Ukraine through holistic care and access to urgent interim reparation.

As an organisation dedicated to advancing the realisation of the right to reparation in a survivor-centred manner and through a co-creation approach, GSF is committed to enhance access to reparation for victims of conflict-related sexual violence in Ukraine and, to this aim, will work with survivors and the Ukrainian government on the design and implementation of an urgent interim reparation programme.

Role Summary

The Project Coordinator will be part of GSF's Ukrainian team providing technical support to Ukrainian authorities in setting up a robust framework on reparations for victims of conflict-related sexual violence and develop the policies and mechanisms suited to the specific context. The coordinator will be responsible for overseeing and leading the design and implementation of Ukraine's Pilot Project.

The Project Coordinator will report to the GSF Special Advisor and will collaborate with GSF Director of Programmes and the Head of Guide, and other technical experts as needed. The Consultant will also perform key coordination functions with civil society organizations and survivors' networks in Ukraine.

Position Responsibilities:

Project Management

- Collaborate with stakeholders to define project scope, objectives, and deliverables;
- Develop comprehensive project plans, including timelines, milestones, and resource allocation;
- Lead and motivate the project team to ensure smooth project execution;
- Monitor progress and ensure that project tasks are completed on time and within budget;
- Regularly track project milestones and progress against the project plan;
- Implement necessary adjustments to keep the project on track and within budget Address any roadblocks or challenges that may hinder project progress;
- Monitor project expenses and ensure adherence to budgetary constraints;
- Collaborate with finance and stakeholders to develop project budgets;
- Implement cost-saving measures without compromising project quality;
- Facilitate effective communication and collaboration among team members and stakeholders and maintain regular communication with project stakeholders to keep them informed of project status;
- Address stakeholder concerns and ensure their satisfaction throughout the project lifecycle;
- Provide timely updates and reports to relevant parties;
- Identify potential risks and uncertainties that may impact project success and develop risk management strategies to mitigate potential issues;
- Create and maintain comprehensive project documentation, including project plans, progress reports, and meeting minutes and ensure it is organized and accessible to relevant stakeholders.

Project Operationalisation

- Advocate to embed a survivor-centred and co-creation approach to all reparation efforts in Ukraine including GSF pilot project;
- Maintain networks and engage with civil society, including human rights NGOs, women's organizations, survivor networks, and any other relevant CSOs; Coordinate GSF work on legal and policy advice on the development of relevant legislation and policies to set up a robust framework on reparations for victims of conflict-related sexual violence;
- Lead on setting up of a Reparations Fund and Registry of Victims in line with international best practices, including from GSF's experience and expertise;
- Coordinate with other international actors, including various parts of the UN system, on advancing urgent interim reparation and long-term reparation for CRSV victims;
- Work closely with the Ukrainian authorities and other relevant actors;
- Help to organise GSF visits to Ukraine, undertake missions to Ukraine's neighboring countries, trainings in Geneva and other relevant locations, other bi-lateral and multi-lateral meetings (online or in person) and high-level workshops as required;
- Support the GSF team with other tasks as necessary.

Position Requirements

- A Master's degree in international law, transitional justice, international relations, politics, or other relevant equivalent studies;
- Proven experience as a Project Manager with a successful track record of managing projects from initiation to completion;
- Strong understanding of project management methodologies, tools, and best practices;
- Excellent leadership and team management skills;
- Proficient in budget planning and cost management;
- Ability to analyze data, make informed decisions, and solve problems effectively;
- Min. 10 years of relevant experience working on human rights, humanitarian law, conflict-related sexual violence, the right to reparation, and/or transitional justice;
- Previous experience of providing advisory/technical support to the legislative and/or executive institutions;
- Understanding and endorsement of survivor-centered approaches, including a good understanding of international standards on this issue;
- Experience with support and facilitation of multiple stakeholders' activities and liaison with governmental and non-governmental stakeholders;
- Fluency in verbal and written Ukrainian and English essential;
- Ability and desire to work in a diverse team;
- Good networking, diplomatic and planning skills;
- An affinity in working with survivors and promoting a survivor-centered approach.

How to apply

Please send your CV, cover letter and three references to recruitment@globalsurvivorsfund.org with “**Project Coordinator for Ukraine**” as the email subject. **The deadline for applications is 25 August 2023.** Please note that only shortlisted candidates will be contacted, and we will be conducting interviews on a rolling basis.

The Global Survivors Fund will consider applications from qualified professionals from all backgrounds, cultures or beliefs. We aim at reflecting, through our staff, our commitment to diversity, gender balance and inclusion as well as reflecting the diversity of the places where we work and the communities we work with. We therefore encourage candidates from regions where GSF intervenes to apply. GSF operates and enforces policies on Protection from Exploitation and Abuse, Child Safeguarding, Fiscal Integrity amongst others.

Please note that for this particular position, candidates must be authorized to work in the country where the position will be based, at the moment of the application.

Your Data - *If you choose to apply for this position, you will be providing us with your Personal Data, which we will process for the purposes of selecting a candidate for the position only. We will keep the Personal Data you share with us as part of the application process for six months from the deadline for application, after which it will be deleted. Your Personal Data will be accessed only by our HR Staff managing the recruitment process, as well as the members of the selection panel. You have the right to a) ask us for access to your Personal Data and for information about how we process it, b) to ask us to rectify the Personal Data we have on record for you, c) to ask us to delete your Personal Data or restrict its use, and d) to object to our processing of your Personal Data. To exercise these rights, please contact recruitment@globalsurvivorsfund.org. If you have any concerns or complaints about how GSF processes your Personal Data, please submit them to DataProtection@globalsurvivorsfund.org*