

Vacancy Announcement

Title:	Project Officer for Ukraine
Type of contract:	Consultancy
Contract duration:	9 months (with possibility of extension)
Work time:	Full-time position (40 hours per week)
Reporting to:	Country Representative in Ukraine
Location:	Ukraine
Start date:	As soon as possible
Application deadline:	29/07/2024

Background

The Global Survivors Fund (GSF) was launched in October 2019 by Dr Denis Mukwege and Nadia Murad, Nobel Peace Prize laureates 2018. Its social mission is to enhance access to reparations 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 reparations programmes. It also guides states and civil society by providing expertise and technical support for designing reparations programmes. GSF's survivor-centric approach is the cornerstone of its work.

Urgent interim reparation pilot project

GSF has been working with the Government of Ukraine, and in particular with the Office of the Deputy Prime Minister for Euro-Atlantic Integration of Ukraine and with the Government Commissioner for Gender Equality Policy on the implementation of a pilot project on urgent interim reparation for survivors of conflict-related sexual violence in Ukraine. The goal of the project is to not wait any longer for survivors to access urgent interim reparation in the form of compensation. Survivors cannot wait until the war is over and pending the creation of an administrative reparation programme.

Role summary

The Project Officer will be the focal point, on a technical level, between the Ukraine and Geneva teams. They will ensure the smooth operational, administrative, financial, logistical and communication management of the project in compliance with the procedures defined by GSF's management framework. The position will also assist the Country Representative of Ukraine in all matters of management and administrative procedures for the project.

Position responsibilities

Project management

- Support the Country Representative and Project Manager in developing the ToR's for different GSF activities in Ukraine based on existing GSF templates;
- Support the Country Representative and Project Manager in developing and updating all project tools and standard operating procedures;
- Support the Country Representative and Project Manager in preparing narrative reports on the project;
- Act as focal point on GSF management, administrative, and operational procedures for other team members.

Administration and logistics

- Provide administrative and logistic support for the day-to-day operations of the project management team;
- Support the Country Representative and Project Manager in developing partner contracts and sub-grantee agreements with relevant international and national partners based on existing GSF templates;
- Act as a focal point on GSF administrative and logistic procedures for implementing partners;
- Organise logistics for team events and travels;
- Ensure proper translation of all documents developed under the pilot project.

Finance Management

- Manage project finances within the GSF management framework and budget by:
 - processing invoices by sending them to GSF's Geneva office for approving and payment in accordance with internal procedures;
 - documenting and archiving project related expenses;
 - updating relevant financial tracking information.
- Ensure timely collection of the financial reports from implementing partners;
- Support the Regional Finance Coordinator in reviewing the financial reports;
- Act as a focal point between GSF and implementing partners to facilitate the financial operations for the urgent reparation project;
- Report regularly on past and future financial commitments.

Communication management support

- Provide the Communications unit with regular updates on the project;
- Support Ukraine project stakeholders in respecting GSF's approved communication framework for the project;
- Support the Country Representative and Project Manager in preparing presentations

and other external communication tools.

Other:

- Other administrative and management tasks related to the project in line with future developments.

Position requirements

Education and experience

- Degree in finance, accounting, business administration, or other relevant subject and minimum three years of experience in a similar position.

Other Requirements

- Fluency in Ukrainian and English;
- Strong organisational skills with an ability to prioritise tasks and work independently;
- Proficiency with Microsoft Office Suite, particularly Excel;
- Proactivity in completing administrative tasks;
- Attention to detail;
- Positive attitude and excellent team spirit;
- Ability to work in a multicultural environment;
- Adaptability and flexibility;
- Only candidates based in Ukraine will be considered.

How to Apply


Please send your CV and cover letter to recruitment@globalsurvivorsfund.org with "Project Officer for Ukraine Application" as email subject, by July 29th 2024. Please note that only shortlisted candidates will be contacted.

The Global Survivors Fund is dedicated to fostering diversity, gender balance, and inclusion, mirroring the varied landscapes where we operate and the communities we work with. We welcome applications from qualified professionals of all backgrounds, cultures, and beliefs. We particularly encourage candidates from regions where GSF is active to apply.

We adhere to several safeguarding policies, including Protection from Exploitation and Abuse, Child Safeguarding, and Fiscal Integrity.

Please be aware that candidates must be authorised to work in the country where the position is based at the time of application.

Your Data - *If you choose to apply for this position, you will be providing us with your personal data, that will be processed for the purpose of selecting a candidate for this 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 integrity@globalsurvivorsfund.org.