

Swedish Representative and Senior Project Manager in Ukraine

Programme: "Support to Decentralisation Reforms and Recovery in Ukraine 2024-2026"

About SALAR International & its engagement in Ukraine

SALAR International is a subsidiary of the Swedish Association of Local Authorities and Regions (SALAR), representing all 290 municipalities and 21 regions in Sweden. As the international branch of SALAR, we work globally to support local democracy and good governance in developing and transitioning countries. Our expertise covers areas such as capacity building in municipal management and service delivery, local and regional development planning, support for local government associations, decentralisation policies and European integration. Geographically, SALAR International's projects cover countries in Eastern Europe, the Caucasus, the Middle East and the Sub-Saharan Africa.. Our work is based on in-depth knowledge and an ability to understand our partners' potential for development and how sustainable results can be achieved together. At our office in Stockholm, we have about 30 people, with approximately 100 contracted experts in projects abroad.

SALAR has been engaged in Ukraine since 2014, providing support to Ukraine's decentralisation process through three major initiatives focusing on building a robust multigovernmental system, increasing accessibility and quality of services at the local level, and enhancing international cooperation between municipalities from Ukraine and the EU. After the full-scale invasion, SALAR International has added crisis support to Ukrainian municipalities, providing them with material assistance.

SALAR International is about to finalise its current projects in Ukraine, which were initiated before the full-scale invasion. To address the changing needs of Ukrainian municipalities and national actors during wartime circumstances, a proposal for a new multi-level programme has been developed and submitted to Sida for review. Building on previous achievements, SALAR International is currently in the preparatory phase of the new programme, with estimated activities scheduled to begin in July/August 2024 depending on Sida's approval.

Description of the assignment context

The new programme aims to work with both short and long-term focus on addressing the inconsistencies in Ukraine's Local self-government (LSG) framework and system of multi-level governance and in parallel strengthen municipalities' public service provision, as well as their direct engagement in the recovery and reconstruction process, in line with the requirements of EU accession. The programme will consist of two components: one focusing on policy and collaboration with national actors, and the other providing direct support to municipalities. It will encompass five thematic areas: Education, Fiscal Decentralisation and Budgeting, Administrative Service Provision, Locally-led Recovery Planning, and International Municipal Cooperation. The programme will procure material support to address the crisis needs of municipalities and coordinate with other international actors to finance the implementation of recovery plans.

Organisational set up

The following teamset-up is foreseen for the programme;

- a management/financial unit in Stockholm to oversee the strategic direction of work, financial management

- management team in Ukraine to oversee the implementation of the program
- multiple thematic teams working directly with national stakeholders and municipalities.

In total, the programme team includes around 50 full-time experts with more than 75% of whom to work from the office in Kyiv.

Role description

The Swedish Representative and Senior Project Manager in Ukraine (hereinafter referred to as the Swedish Representative) has a dual role, involving both working with the management unit in Stockholm and representing SALAR towards partners, donors, and municipalities in Ukraine. Another task for this role is to lead and support assigned units in Ukraine in coordination with other key experts both in Ukraine and Sweden.

This means that at least 50% of the time, the person is expected to be present in Ukraine and work from the office in Kyiv. It is expected that the person is ready to travel even within Ukraine to relatively safe areas. To facilitate this, SALAR International has developed security and travel protocols that have been tested in the Ukrainian context in previous projects.

Main responsibilities:

- Lead assigned teams and coordinate efforts between them.
- Represent SALAR towards national stakeholders, Ukrainian municipalities, and other relevant international organizations in Ukraine.
- Oversee assigned program processes, including strategic and day-to-day operational program work within the framework of established goals.
- Develop and conceptualise strategic support measures between Swedish and Ukrainian national and municipal actors.
- Maintain strategic dialogue with Sida/the Swedish Embassy in Kyiv.
- Initiate and maintain continuous and direct communication as well as consultations with Ukrainian partners to review needs and opportunities for SALAR's support. Contribute to ongoing internal and external project reporting and communication.
- Contribute to the accumulation and dissemination of experiences from Ukrainian actors in civil defense and mobilization under wartime conditions to relevant Swedish actors.
- Contribute to and participate in different scenario forecast processes for program delivery under war circumstances.
- Contribute to the well-being of the local team and security management in Ukraine.

Qualifications:

- Academic degree (Master's or other relevant academic qualification) in a relevant field, such as political science, economics, international relations, community planning and sustainable development, or equivalent knowledge acquired through other means.
- At least 8 years of experience working with international development cooperation, including experience working with bilateral donors, multilateral organizations, and/or partners at national and local levels.
- Several years of experience working in government agencies or local government in Sweden or one of the EU countries.
- At least 5 years of experience in project management within a results-based management (RBM) framework.
- Experience of being stationed abroad
- Excellent English and Swedish language skills.
- Good Ukrainian/Russian language skills

Merits:

- Previous experience in strategic project development, including conceptualization and drafting of project proposals, and/or preparing tender proposals.

- Security training related to travel/stationing in high-risk countries.
- Knowledge of recovery planning in conflict and post-conflict countries.
- Knowledge and experience in integrating gender equality and human rights perspectives into project work.

Diversity and equal opportunities

SALAR International embraces diversity and respects human rights in all areas of its work. SALAR International strives to create a gender-equal and diverse working environment. Team members shall respect equal rights of individuals and strive to create an atmosphere where people's differences are accepted and valued.

SALAR International supports working arrangements that enable personnel to combine work with family commitments.

Position Length: The position is a permanent full-time position starting from July/September 2024 depending on availability

Location: Stockholm and Kyiv

Application: Send your application with CV and a cover letter to opportunity@salarinternational.se. Please note "Swedish representative/Senior Project Manager" in the subject line. The interviews will be conducted on an ongoing basis.

Contact person: Lena Falcon, lena.falcon@skr.se

Deadline: 20 May 2024