

Title: **Project Officer**

Provided by: **International Foundation for Electoral Systems (IFES)**

Location: **Kyiv, Ukraine**

Starting date: **August 21, 2017**

The International Foundation for Electoral Systems (IFES), a non-profit international organization, supports citizens' right to participate in free and fair elections. Our independent expertise strengthens electoral systems and builds local capacity to deliver sustainable solutions. As the global leader in democracy promotion, we advance good governance and democratic rights by providing technical assistance to election officials, and by empowering the underrepresented to participate in the political process. Since 1987, IFES has worked in over 145 countries - from developing democracies, to mature democracies.

IFES works to foster discussion on electoral law reform, build the capacity of civil society to analyze and advocate on election law issues, ensure Ukraine's ability to enact critical political finance reforms through assistance to the National Agency for the Prevention of Corruption (NAPC), and strengthen the capacity of election officials through technical assistance to the Central Election Commission (CEC). IFES support has focused on both the process and content of reform by promoting inclusive dialogue among stakeholders and providing technical assistance in the development of legislation consistent with international and European standards. Dovetailing with election law reform is the objective to improve transparency and oversight of political finance. IFES has been directly involved in the conceptualization and drafting of reform legislation, including recent efforts to reform the Law on Local Elections and comprehensive political finance reform. In addition, IFES is working with local civil society organizations to develop and promote measures that address women's underrepresentation in Ukrainian politics and make local and national elections more accessible to persons with disabilities.

IFES is a leader in the field of public opinion research in Ukraine. Since 1994, IFES has conducted 25 nationwide public opinion surveys in the country, examining socio-political issues, and attitudes towards elections and democracy, among other topics. Data from these surveys have enabled IFES to focus its technical assistance and to provide valuable and up to date information and analysis to donors and researchers

IFES is seeking qualified applicants for the position of Project Officer will support the design and implementation of IFES Ukraine interventions, to include those supporting political finance reform and implementation.

MAJOR DUTIES AND RESPONSIBILITIES:

- Support implementation of activities as directed by the Project Manager, based on approved workplan(s), budgeting, and other relevant framework, with a primary focus on technical assistance and support to key Ukrainian government institutions;
- Provide input into the annual workplan drafting process;
- Represent IFES in discussions with IFES' government and civil society partners;

- Participate in roundtable meetings, panel discussions as appropriate;
- Contribute to regular programmatic reports to donors and IFES HQ;
- Contribute regularly to monitoring & evaluation data collection;
- Maintain crucial project documents which track project progress, file all project documents in an appropriate database, ensure that all documents are accurate and have been accepted by the Project Manager;
- Identify any potential issues or risks that could affect the progression of the project, communicate these items with the Project Manager, and work to identify potential solutions;
- Closely monitor the project schedule, monitoring deadlines for each project task, raise potential delays with the Project Manager.
- Ensure branding, marking, and reporting expectations are well planned and met;
- Maintain and develop productive working relationships with partner organizations;
- Ensure M&E planning and reporting;
- Contribute to programmatic reports and analyses for IFES HQ, donors, and recipients;
- Other duties as assigned.

SKILLS and SPECIFICATIONS

- The ability to remain highly organized while handling multiple tasks under tight deadlines;
- The ability to complete tasks with limited supervision;
- Excellent reporting and document handling skills;
- Excellent communication skills in order to be able to work with IFES program and administrative staff to identify and resolve issues;
- Willingness to adhere to all principles of confidentiality;
- Must value operating in a collaborative and cooperative environment;
- Ability to show initiative, good judgment, and resourcefulness;
- Ability to handle sensitive issues and address inclusion matters with integrity.

EDUCATION and QUALIFICATIONS

- Bachelor's Degree or higher in a relevant subject;
- Minimum of three years of relevant experience;
- Experience working with an international organization preferred;
- Experience working on democracy and governance issues, understanding of electoral and political processes in Ukraine;
- Experience working on USAID/UK/Canada-funded programs;
- Proficiency in Word, PowerPoint, Outlook and Excel.

LANGUAGE SKILLS: Fluency in English, Ukrainian, and Russian languages required.

All qualified applicants/employees will receive consideration for employment/promotions and will not be discriminated against on the basis of disability, sex, sexual orientation, gender identity, age, race, color, religion, national origin, veteran status, or any other legally protected characteristic. IFES encourages people with disabilities and from other diverse backgrounds to apply.

Interested candidates are invited to submit their CV and letter of interest, with "Application for Project Officer" in the subject line, to Natalia Tarasiuk at ntarasiuk@ifes.org no later than July 24, 2017.

