

UKRAINIAN CENTRE FOR COMMON GROUND

PROJECTS' COORDINATOR

Job Description/Announcement

I. BACKGROUND

The Ukrainian Center for Common Ground (UCCG), established in 2002, works towards promoting restorative social transformation in Ukraine: away from post-Soviet alienation and disempowerment and towards a culture of democratic participation and cooperation. Informing all of UCCG's work is our vision of transforming the country by cultivating the Ukrainians' personal stake in their future. UCCG does this primarily by promoting the attitudes and skills necessary for Ukrainians to identify and solve their problems and conflicts in a peaceful and non-adversarial way.

Ukrainian Centre for Common Ground implement multi-dimensional projects, which strengthen civil society by improving the way conflicts are resolved in Ukraine through capacity and institution building. Project activities include training, awareness-building, mediation, consulting and targeted programs development.

Starting from 2007 UCCG implements three-level crime prevention model, based on restorative and proactive approaches, in selected communities of Ukraine. Current UCCG activity in this area aims to support the local community-based initiatives on piloting and maintaining the regional response to juvenile crime. To ensure enhancing the role of local self-government/administrations and law enforcement in restorative & community-based crime prevention model implementation, the UCCG provides relevant assistance to local authorities, law enforcement agencies, NGOs and other counterparts in seven pilot regions through training and awareness raising activities, assistance in development of local crime prevention programmes, PR & Informational strategy realization. More information about three-level crime prevention model can be found on the web-site www.bezpeckagromad.org.ua

The Projects' Coordinator works full time in close coordination with the Projects' Director and ensures effective activities coordination in pilot regions corresponding to tasks and duties and in accordance with the agreed programme's plan. In addition, the Projects' Coordinator takes part in the other projects' components planning together with the UCCG team, and ensures internal and external communication with stakeholders and partners in pilot regions. Overall, the right candidate for this role is someone who pays excellent attention to details, has superior organizational and time management skills, as well as the demonstrated ability to juggle multiple tasks while complying with multiple deadlines. The candidate should also be skilled in coordinating the efforts of project team and project experts in contributing to project implementation in a smooth way.

The Projects' Coordinator will be based in UCCG's Kyiv office and reports to the Projects' Director.

Expected duration of initial contract: October 2011 – April 2012, with possible extension and promotion to Projects' & Programme manager

II. KEY DUTIES AND RESPONSIBILITIES:

1. Liaising of partnership and communication with NGO and counterparts in pilot regions.
2. Planning and coordination project activities in pilot regions including awareness raising and information dissemination activities, evaluation sessions, seminars and working meetings for local authorities, social services and law enforcement.
3. Planning and coordination of activities involving partners from pilot regions, including trainings for community leaders and service providers and final project conference.

4. Assistance to project PR & Informational strategy implementation through development and support of effective communication with regional partners.
5. Management of agreements and contracts with regional partners, experts and other sub-contractors to ensure relevant activities implementation.
6. Coordination and monitoring of pilot regional partners reporting, development of cumulative interim and final reports on project implementation results in pilot regions.
7. Other relevant duties as assigned.

III. REQUIRED SKILLS & KNOWLEGE

- Graduate in Project Management, Social Work, Public Administration or relevant areas.
- Proficiency in Ukrainian, Russian and English
- Proficiency in Microsoft Office applications such as Word, Excel and use of Internet browsers for information research (knowledge and skills in specialised project planning applications is an asset)
- At least three years of working experience as project manager or project coordinator
- Proven experience of work in non-profit sector, donors or civil society organizations
- Proven experience of contracts administration
- Highly organized with excellent attention to details, good ability to combine prompt and accurate performance
- Ability to handle multiple tasks and competing demands in tight deadlines
- Team-player
- Creative problem solving skills, ability to identify and solve problems on an immediate basis
- Open-minded, positive thinker, highly motivated and energetic.
- Knowledge and understanding of restorative approach and restorative practices, crime prevention models, role of law enforcement and local authorities in juvenile crime prevention will be a strong asset.

IV. REMUNERATION

UCCG offers:

- A competitive salary commensurate;
- An interesting, intensive and innovative job in a friendly environment;
- Self-fulfilling opportunities.

V. SELECTION PROCESS AND EVALUATION CRITERIA

A transparent and competitive screening process will be used for selection purposes. Only short-listed candidates in whom there is further interest will be contacted and invited for personal interview. No telephone inquiries will be entertained.

- All received CVs will be evaluated in compliance with key requirements for this position: Relevant education I background;
- Proven professional experience in projects'/programmes management or coordination
- Working level of language oral and written skills (English, Russian and Ukrainian)
- Proven general knowledge and understanding of restorative approach and restorative practices, crime prevention models, role of law enforcement and local authorities in juvenile crime prevention

The most suitable applicants will be invited to interview for further selection procedure.

Please send your resume (or *curriculum vitae*) and cover letter in English, including your minimum honoraria expectations and your previous salary history plus full contact details of two referees by September 30 to the:

Ukrainian Centre for Common Ground
E-mail: uccg@uccg.org.ua
Subject line: Projects' Coordinator vacancy.

All candidates are kindly requested to specify their availability date in the application form; however interested candidates are strongly encouraged to apply sooner. The position ideally should be filled in by October 03, 2011, but will remain opened until fulfilled.

See our web sites for more details about UCCG's work:

«Український Центр Порозуміння»	uccg.org.ua
«Практика вирішення конфліктів»	commonground.org.ua
«Співпраця міліції та громади задля безпеки»	bezpekagromad.org.ua
«Відновне правосуддя в Україні»	rj.org.ua
«Відновні практики у школах»	safeschool.org.ua
Бюлетень «Відновне правосуддя в Україні»	uccg.org.ua/bulletin

Visit our video-channel on YouTube (commonground.org.ua) and our page on Facebook (Український Центр Порозуміння)