

POSITION DESCRIPTION

Job Title:	Deputy Chief of Party
Reports To:	Chief of Party
Location:	Kyiv, Ukraine
Date Prepared:	June 2016

Global Communities, formerly CHF International, is an international non-profit organization that works closely with communities worldwide to bring about sustainable changes that improve the lives and livelihoods of the vulnerable.

Global Communities is seeking a qualified and experienced Deputy Chief of Party (DCOP) for the five-year USAID-funded Decentralization Offering Better Results and Efficiency (DOBRE) project. This project will strengthen local governments in newly consolidated communities to effectively manage resources and services that respond to community priorities and improve citizen engagement and oversight in local governance.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Reporting to the Chief of Party (COP), the DCOP will help provide overall leadership, management, strategic vision, and strong technical support in the implementation of the project. The DCOP responsibilities will include:

- Directly manage program and technical staff and related resources to ensure that the program components are results-oriented, meeting their targets with high-quality deliverables on-time and within budget.
- Oversee program planning, monitoring and evaluation, and quality; program staff recruitment, deployment and development; ensure compliance with Global Communities policies and procedures, and USAID rules and regulations.
- Manage and oversee all operational aspects of the program, including budgeting and financial monitoring to strict fiscal accountability.
- Manage and oversee programmatic components of the program, including community mobilization activities and capacity building activities for local institutions and CSOs.
- Responsible for making sure that activities function smoothly and are well-managed in the absence of the COP.

Required Education:

- A Master's degree or higher in municipal governance, public administration, public policy, public administration, project management, or other closely related field.

Required experience:

- At least five (5) years of experience implementing local governance strengthening or related areas such as community engagement and/or capacity building programs.
- Professional experience in implementing donor-funded projects and strong management experience, with preference for USAID funded donor experience.
- Thorough knowledge and understanding of the Ukrainian context and of local governance development issues in Ukraine.
- Strong interpersonal skills to maintain good relations with relevant partners and counterparts, including government, local government, civil society, donors and other partners.
- Experience managing multiple international and local partners strongly preferred.
- Demonstrated ability to establish and maintain professional relationships with local institutions and CSOs, donors, UN organizations, and USAID implementing partners.
- Experience in Ukraine and/or Eastern Europe highly preferred.

Required skills:

- Highly developed leadership, interpersonal, technical and analytical skills.
- Excellent oral and written communication skills required.
- Knowledge of USAID contract management, policies, procedures, regulations and reporting requirements preferred.
- Well-organized, able to work independently, skilled at handling multiple tasks, diplomatic and able to adhere to deadlines.
- Professional-level English, Ukrainian and Russian communication skills-both written and oral.

Ukrainian are strongly encouraged to apply for this position. Please apply by sending your CV and cover letter to the email address listed below or applying directly on our website:

- Email: UkraineHR@globalcommunities.org
- Website: <https://internationalcareers-globalcommunities.icims.com/jobs/1167/deputy-chief-of-party---ukraine/job>

POSITION DESCRIPTION

Job Title:	Grants Manager
Reports To:	Director of Finance and Administration
Location:	Kyiv, Ukraine
Date Prepared:	June 2016

Global Communities, formerly CHF International, is an international non-profit organization that works closely with communities worldwide to bring about sustainable changes that improve the lives and livelihoods of the vulnerable.

Global Communities is seeking a qualified and experienced Grants Manager for the five-year USAID-funded Decentralization Offering Better Results and Efficiency (DOBRE) project. This project will strengthen local governments in newly consolidated communities to effectively manage resources and services that respond to community priorities and improve citizen engagement and oversight in local governance.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Grants Manager will oversee all DOBRE grant activities including developing budgets and sub-awards, contracts, ensuring full utilization of grant funds, covering programmatic and financial documentation of and reporting on activities. S/he will issue and oversee all subawards according to Global Communities' proven processes and extensive experience in transparently and efficiently administering subawards to international and local organizations around the world to ensure compliance with USAID regulations, including 2 CFR 200, as well as Global Communities' policies and procedures.

The Global Communities' HQ-based Grants and Contracts team will provide short-term technical assistance to set up appropriate subaward management and monitoring systems in the Kyiv and regional offices that are aligned with Global Communities HQ procedures and systems, and oversee training of DOBRE staff to use these systems. Global Communities' subaward management process emphasizes transparency of decision making and resource allocation and active stakeholder engagement, instills checks and balances to mitigate the potential for corruption, and ensures proper documentation of subaward decisions and disbursements, as well as inclusion of required Certifications and Representations and standard Provisions in all subaward agreements.

SPECIFIC RESPONSIBILITIES:

- Become familiar with the DOBRE program through a thorough review of program materials and information and orientation with key staff.
- Developing RFAs or RFPs for contracts and subgrants to carry out activities on behalf of DOBRE or as part of the DOBRE Incentive Grants Fund;
- Selecting subgrantees or contractors through an open and transparent process that includes community input, including opening bids in front of the community;
- Conducting pre-award assessments of all subawardees to certify their financial management systems and verify that they are registered in accordance with Ukrainian law;

- Obtaining approval from USAID and Global Communities for all subawards;
- Effectively monitoring and documenting subaward activities, as well as issues that arise and efforts to address them;
- Building the capacity of DOBRE local partners and Incentive Grants Fund subawardees to implement, document, and report on activities through training and coaching; and
- Assist with any other duties as required by Supervisor.

QUALIFICATIONS

- At least three years' experience managing USAID-funded grants and contracts activities.
- Experience with USAID reporting requirements
- Knowledge of grant application scoring, funding cycles, logic models.
- Demonstrated computer and typing skills; Excel and Word skills are essential.
- Excellent communication and organizational skills.
- Must be able to work in collaboration with both national and international staff.
- Ability to manage staff and workflow to meet deadlines.
- Ability to work independently on multiple tasks.

EDUCATION and/or EXPERIENCE

Bachelor's degree in related field, preferably in business administration, public administration or international development, OR post-secondary education and training with significant prior experience AND at least two years grants management experience, preferably working with an international NGO. A Master's degree may be substituted for one year of work experience.

LANGUAGE SKILLS

Professional proficiency in written and spoken English, and Ukrainian and/or Russian. Must be able to read and interpret documents, and communicate with others as necessary to perform job duties effectively.

WORKING CONDITIONS

Able to sit at a computer and operate a keyboard, for extended periods of time. Must be able and willing to frequently travel domestically to regional offices and program sites.

APPLICATION PROCEDURE

Applicants are to submit their application letters with detailed CV to UkraineHR@globalcommunities.org with the title of the position applied appearing as the email subject.

POSITION DESCRIPTION

Job Title:	Human Resources Manager
Reports To:	Director of Finance and Administration
Location:	Kyiv, Ukraine
Date Prepared:	June 2016

Global Communities, formerly CHF International, is an international non-profit organization that works closely with communities worldwide to bring about sustainable changes that improve the lives and livelihoods of the vulnerable.

Global Communities is seeking a qualified and experienced Human Resources Manager for the five-year USAID-funded Decentralization Offering Better Results and Efficiency (DOBRE) project. This project will strengthen local governments in newly consolidated communities to effectively manage resources and services that respond to community priorities and improve citizen engagement and oversight in local governance.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Human Resources Manager will oversee all Human Resource issues in the areas of personnel management, policy and procedures, record keeping, contractual and legal matters, and the design and implementation of administrative systems for all Global Communities offices in Ukraine.

Personnel Management

- Ensure up to date maintenance of Human Resource and Personnel files for all Ukraine-based staff and liaise with Field Staff routinely.
- Ensure that all employees have accurate job descriptions. Work with relevant supervisor and the COP to revise job descriptions on a case-by-case basis.
- Develop, organize and follow a hiring practice in coordination with relevant supervisors.
- Liaise with appropriate Government Office on all personnel issues to ensure total compliance to government system policies.
- Assist in the entire process of the hiring, probation, evaluation, promotion and termination of staff.
- Provide updated orientation package and arrange presentation to all new staff.
- Maintain leave tracking system (sick/annual/home/holiday/LWOP) for international and national staff and give regular monthly updates.
- Work in conjunction with Kyiv and Regional Managers to ensure that all staff are evaluated accurately and fairly on a six month basis.
- Identify training needs and develop internal and external training opportunities for all Global Communities staff.
- Bring potential personnel problems and achievements to the attention of the relevant supervisor.
- Develop and maintain an accurate staff database.
- Prepare the staff payroll and ensure payroll roster is accurate and up to date.
- Ensure efficient functioning of the administrative filing system for the Kyiv office.

- Maintain absolute confidentiality and professionalism for all personnel paperwork, records and issues.

Policy

- Take lead role in Personnel Policy updates and amendments.
- Communicate areas of change in both policy and procedure to all staff working through appropriate manager/coordinators. Institute and apply all policies and procedures for both National and International staff in a manner which is fair, transparent and consistent.
- Ensure total conformity on all administrative policies and procedures as outlined in the Staff Personnel Policy.
- Become familiar with Global Communities Expatriate policy and administration manual.
- Review and recommend policy changes to Director of Finance and Administration (DFA) and Chief of Party (COP) when appropriate.
- Review salary changes through annual surveys and/or reviews and make recommendations to adjust job classifications or salary levels

Insurance, Properties and Leases

- Liaise with relevant authorities and/or agencies to develop standard medical insurance for staff.
- Maintain system of medical claims as a substitute for medical insurance policy.
- Contractual/Legal Matters
- Submit staff contracts and agreements to DFA and COP for approval and signature.
- Track contracts and undertake extensions or renegotiations in a timely manner that involves the relevant supervisor.
- Promote and uphold Global Communities mandatory reporting procedures.
- Ensure Global Communities compliance to all applicable laws and principles.
- With consistent feedback to the COP, liaise with the Global Communities assigned attorney on all legal issues.

Other

- Provide regular verbal feedback and reports to the DFA.
- Directly supervise all Human Resource Staff including receptionists and cleaners.
- Keep track of all Global Communities telephone service providers and ensure their timely payment. Ensure personal staff expenses are reimbursed or properly deducted from salary.
- Update all organizational reference sheets on a monthly basis (phone, NGO, Org charts, etc.).
- Visit field sites to follow up on personnel issues.
- Represent Global Communities at INGO HR forums.
- Assist with other duties as required by COP and/or DFA.

QUALIFICATIONS

- High degree of computer literacy; Excel and Word are essential.
- Familiarity with interpretation and application of National policies, rules and regulations, staff entitlements and benefits, recruitment and selection practices and training programs.

- Ability to prepare clear and concise reports.
- Familiarity with USAID Rules and Regulations
- Must be able to work in collaboration with both national and international staff.
- Demonstrated ability to supervise staff and promote a team environment.
- Ability to work in a multicultural context as a flexible and respectful team player.
- Excellent organizational skills and ability to determine priorities and respect deadlines.

EDUCATION and/or EXPERIENCE

University degree, preferably in Human Resources Management, Business or Public Administration would be desirable. A minimum of four years' experience in Administration and Human Resources management, preferably with international organizations.

LANGUAGE SKILLS

Professional proficiency in written and spoken English, and Ukrainian and/or Russian. Must be able to read and interpret documents, and communicate with others as necessary to perform job duties effectively.

WORKING CONDITIONS

Able to sit at a computer and operate a keyboard, for extended periods of time. Must be able and willing to frequently travel domestically to regional offices and program sites.

APPLICATION PROCEDURE

Applicants are to submit their application letters with detailed CV to UkraineHR@globalcommunities.org with the title of the position applied appearing as the email subject.

POSITION DESCRIPTION

Job Title:	Monitoring, Evaluation & Learning Specialist
Reports To:	Chief of Party
Location:	Kyiv, Ukraine
Date Prepared:	June 2016

Global Communities, formerly CHF International, is an international non-profit organization that works closely with communities worldwide to bring about sustainable changes that improve the lives and livelihoods of the vulnerable.

Global Communities is seeking a qualified and experienced Monitoring, Evaluation & Learning Specialist for the five-year USAID-funded Decentralization Offering Better Results and Efficiency (DOBRE) project. This project will strengthen local governments in newly consolidated communities to effectively manage resources and services that respond to community priorities and improve citizen engagement and oversight in local governance.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Monitoring, Evaluation & Learning (MEL) Specialist will be responsible and accountable for the performance of project programmatic monitoring and evaluation systems. The MEL Specialist is responsible for 1) developing and maintaining the M&E systems, plans and tools; 2) monitoring program progress towards indicator targets and impact; 3) ensuring data quality assurance; and 4) supporting reporting. S/he is also responsible for responding to ongoing needs and queries for specific data, information and/or reports. The MEL Specialist supervises the MEL Officer and MEL Assistant.

In particular, he/she will:

- Establish and implement M&E systems including the program M&E plan to ensure program activities are tracked, reviewed in line with the overall program goal and implementation plan and have the desired impact to achieve program goals and objectives.
- Lead efforts to monitor progress, evaluate effectiveness, and disseminate results of the program activities.
- Design M&E tools, forms and data collection standard operating procedures to track program activities, outcomes and impact.
- Ensure adherence to compliance of M&E methodology, systems and tools.
- Oversee M&E data base design, set up and management.
- Ensure all relevant program staff are able to utilize the database to analyze program information and results.
- Oversee data processing including data transfer, entry, verification and cleaning.
- Conduct data quality assurance checks at program sites and partner organizations.
- Develop, implement and oversee work plan related to M&E activities.

- Promote and ensure use of data for decision-making processes and knowledge sharing among program offices and teams.
- Develop and instill mechanisms for learning and adapting the program to enhance impact and results.
- Support the dissemination of learning and coordinate with the communications partners as needed.
- Support the documentation of program learning throughout the life of the program.
- Provide oversight, direction and mentoring to M&E staff.
- Build M&E competencies of program and partner staff to ensure accurate data collection, monitoring, data analysis and interpretation and reporting.
- Contribute to HQ and donor reports particularly on program progress towards indicators.
- Produce analytical summaries including graphs, charts, tables, narratives and visuals to fulfill internal and external reporting requirements.
- Support program evaluations including mid-term and end term evaluations including participating in the contracting, design and report reviews.
- Advise the DOBRE COP on M&E-related approaches, procedures and policies and results.
- Visit program offices and worksites to monitor the development and implementation of M&E activities and support teams in line with approved travel plan.
- Contribute to the Global Communities' internal M&E newsletter and other journals and platforms as appropriate.
- Adhere to and incorporate into day-to-day operations the Global Communities Ukraine office Standards of Professionalism.
- Maintain strict confidentiality of all privileged information regarding both human resources and fiscal matters.

QUALIFICATIONS

- High degree of computer literacy; Excel and Word are essential.
- Knowledge of M&E databases and analytical software a plus.
- Ability to prepare clear and concise reports.
- Excellent communication, writing and organizational skills.
- Strong interpersonal and intercultural skills.
- Ability to work in a multicultural context as a flexible and respectful team player.

EDUCATION and/or EXPERIENCE

Bachelor's degree in M&E or its equivalent; Master's degree preferred.

- Minimum of 8 years' experience in managing and reporting on the applications of quantitative and qualitative information management methods of local and international projects.
- At least 4 years of direct supervisory and management experience.
- Demonstrated experience and capacity in managing information systems and the application of quantitative and qualitative methods.

- Proven knowledge and experience utilizing applications for the design, monitoring and evaluation of projects.
- Experience implementing, managing extensive data systems and tools from collection to analysis.
- Experience in governance programming a plus.
- Experience in program start-up and in establishing M&E systems a plus.
- Strong computer skills and a working knowledge of statistical software.
- Ability to develop and maintain positive relationships with professional contacts.
- Demonstrate flexibility, cultural sensitivity when working with NGO partners, and the ability to adapt Global Communities policies and procedures to the local context
- A person of known integrity
- Demonstrate the ability to work constructively in a team
- Ability to negotiate solutions to problems
- Superior written and verbal communication skills and strong organizational skills
- Ability to interact clearly and effectively with donors and other organizations

LANGUAGE SKILLS

Professional proficiency in written and spoken English, and Ukrainian and/or Russian. Must be able to read and interpret documents, and communicate with others as necessary to perform job duties effectively.

WORKING CONDITIONS

Able to sit at a computer and operate a keyboard, for extended periods of time. Must be able and willing to frequently travel domestically to regional program offices and sites.

APPLICATION PROCEDURE

Applicants are to submit their application letters with detailed CV to UkraineHR@globalcommunities.org with the title of the position applied appearing as the email subject.

POSITION DESCRIPTION

Job Title:	IT Manager
Reports To:	Director of Finance and Administration
Location:	Kyiv, Ukraine
Date Prepared:	June 2016

Global Communities, formerly CHF International, is an international non-profit organization that works closely with communities worldwide to bring about sustainable changes that improve the lives and livelihoods of the vulnerable.

Global Communities is seeking a qualified and experienced IT Manager for the five-year USAID-funded Decentralization Offering Better Results and Efficiency (DOBRE) project. This project will strengthen local governments in newly consolidated communities to effectively manage resources and services that respond to community priorities and improve citizen engagement and oversight in local governance.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The IT Manager provides technical support for the administrative and program staff in all that pertains to internet/intranet and communication technology devices used in the office. The main duties are:

1. Implements and administers technologies and processes that ensures the reliability, efficiency, and availability of the production environment.
 - Maximizes system utilization. Ensures sufficient capacity.
 - Administers system backups. Ensures data availability and recoverability.
 - Conducts performance reviews on platforms and implements tuning changes.
 - Administers the operating systems, database, network software and interfaces.
 - Initiates and maintains systems, network and storage management.
2. Ensures the consistent quality of services is provided to customers
 - Receives and responds to support requests. Documents incidents, interaction, and solution within Service Desk application. Communicates status of problems to customers.
 - Monitors and manages group and individual queues and distributes Service Desk tickets.
3. Installs and maintains client hardware, software, and peripherals. Maintains hardware and software inventory. Collaborates with Headquarters IT Services to ensure efficient operation of computing environment.
4. Manages and monitors technology vendors and consultants to ensure contracted quality of services is being provided.
5. Provides support/guidance on the maintenance, repair, and procurement of hardware and software devices for the office.
6. Provides staff with basic training on the use of any new software or technology device adopted by the office.
7. Provides general support for ICT4D related program and project activities, as required.

QUALIFICATIONS

- Good knowledge of servers, emerging technological devices (tablet and android applications)
- Commitment to respond promptly to the IT needs of the office
- Proven experience in networking, active directory, computer hardware and software

EDUCATION and/or EXPERIENCE

- Minimum of a first degree in ICT or related course and three years relevant working experience or a diploma in ICT/related course and five years relevant working experience.
- At least three years' hands-on experience administrating Microsoft Active Directory domain infrastructure, networking, backup and server management.
- Certification from a recognized ICT training institute.
- Experience working with an INGO is a plus.

LANGUAGE SKILLS

Professional proficiency in written and spoken English, and Ukrainian and/or Russian. Must be able to read and interpret documents, and communicate with others as necessary to perform job duties effectively.

WORKING CONDITIONS

Able to sit at a computer and operate a keyboard, for extended periods of time. Must be able and willing to frequently travel domestically to regional program offices.

APPLICATION PROCEDURE

Applicants are to submit their application letters with detailed CV to UkraineHR@globalcommunities.org with the title of the position applied appearing as the email subject.

POSITION DESCRIPTION

Job Title:	Receptionist/Administrative Assistant
Reports To:	Director of Finance and Administration
Location:	Kyiv, Ukraine
Date Prepared:	June 2016

Global Communities, formerly CHF International, is an international non-profit organization that works closely with communities worldwide to bring about sustainable changes that improve the lives and livelihoods of the vulnerable.

Global Communities is seeking a qualified Receptionist/Administrative Assistant for the five-year USAID-funded Decentralization Offering Better Results and Efficiency (DOBRE) project. This project will strengthen local governments in newly consolidated communities to effectively manage resources and services that respond to community priorities and improve citizen engagement and oversight in local governance.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Receptionist / Administrative Assistant will provide executive support to the senior level staff and the technical team. Responsibilities include travel arrangements, arranging meetings, taking minutes of regular technical staff meetings, assisting in the logistical coordination of events, conferences, and seminars, research, and other tasks as assigned. He/she will also manage the switchboard, receive visitors, maintain communication logs, receive office supplies, and maintain supplies store.

SPECIFIC RESPONSIBILITIES:

- Answer calls and greet visitors, and direct them to the appropriate DOBRE staff member.
- Maintain office tidiness.
- Prepare refreshments for staff and visitors when requested.
- Maintain a neat office pantry.
- Ensure lunch area is kept clean.
- Ensure restrooms are kept clean and stocked with toilet paper, clean hand towels and soap.
- Ensure provisions are in stock for preparation of tea/coffee.
- Collect and arrange re-cycle paper for re-use.
- Deliver documents/mail to departments as requested.
- Assist with any other duties as required by Supervisor.

QUALIFICATIONS

- Ability to work in a multicultural context as a flexible and respectful team player.
- Demonstrated customer service and reception skills.
- Demonstrated computer and typing skills; Excel and Word skills are essential.

EDUCATION and/or EXPERIENCE

Post-secondary education and training AND at least six months of office experience.

LANGUAGE SKILLS

Professional proficiency in written and spoken English, and Ukrainian and/or Russian. Must be able to read and interpret documents, and communicate with others as necessary to perform job duties effectively.

WORKING CONDITIONS

Able to sit at a computer and operate a keyboard, for extended periods of time.

APPLICATION PROCEDURE

Applicants are to submit their application letters with detailed CV to UkraineHR@globalcommunities.org with the title of the position applied appearing as the email subject.