

JOB POSTING

Title	Ukrainian – Media Relations and Communication Consultant
Program:	Partnership for Local Economic Development and Democratic Governance
Location:	Kyiv, Ukraine
Period:	January 03 – March 15, 2017
Type of Employment	Short term consultant on a part time basis
Language Requirements:	Fluency in Ukrainian, Russian and English

Background:

The Ukraine Partnership for Local Economic Development and Democratic Governance Program (PLEDDG) is a new development program - funded by the Government of Canada through Global Affairs Canada (GAC)– that will be implemented by The Federation of Canadian Municipalities (FCM) from 2015 till 2021. FCM is the national voice for Canadian municipal government. FCM is dedicated to improving the quality of life in all communities by promoting strong, effective and accountable municipal governments.

The PLEDDG Program aims to strengthen Ukraine’s municipal sector by increasing capacities in sixteen (16) cities to advance local democracy and economic development, by creating a more enabling local environment for small and medium enterprise development, and by facilitating decentralization of authorities and integrated development planning at the local, regional and national level.

Major Purpose:

Ukrainian consultant will coordinate with the PLEDDG Senior Governance Advisor and Canadian Expert in Media Relations and Communication to participate in two roundtables with workshops on media relations and communications.

Participation in the roundtables will include: delivering presentations, acting as a commentator and facilitating discussion, and sharing examples of good media relations from Ukrainian best-practices.

Furthermore, the Ukrainian expert will collaborate with PLEDDG Senior Governance Advisor on the creation of a “Media Relations Guide” for PLEDDG partner cities

Key Responsibilities:

As part of this assignment, the Ukrainian consultant, under the guidance of the PLEDDG Senior Governance Advisor, Ms. Kadie Ward, will:

- collaborate on preparing the agenda and discussion topics for a series of roundtables on Internal Communications and Media Relations in two PLEDDG partner cities;
- prepare presentation, including power point presentation, on internal communications and media relations;
- contribute to the overall roundtable by acting as a commentator and providing ad-hoc input throughout the roundtable discussions;
- provide advice to local partners and PLEDDG in informal meetings during the training;
- collaborate on the creation of a Media Relations Guide for PLEDDG Partner cities to be produced by February 28, 2017;
- provide a verbal debrief to the PLEDDG team in Ukraine on the findings and important issues discussed during the mission; and
- provide a short written report (2-3 pages) to the Senior Governance Advisor with respect to the above-mentioned tasks, including a summary of observations and follow-up recommendations for consideration by the PLEDDG team.

Knowledge, Education and Experience:

University degree in economics, public administration, journalism, or a related field. 3-5 years working in communications and or marketing including media, public relations, creating and implementing “campaigns”. Experience working with local authorities, or local media.

In order to apply for this position, please provide a cover letter and CV with “Ukrainian – Media Relations and Communication Consultant” in the subject line to: ugarbuziuk@pleddg.org.ua by December 30, 2016.

We thank all candidates for their interest; however we will only contact those selected for an interview. All the applications will be kept in file for six months following the hiring.