

## JOB POSTING

<b>Title</b>	SME Initiatives Coordinator / Grants Manager
<b>Program:</b>	Partnership for Local Economic Development and Democratic Governance
<b>Location:</b>	Kyiv, Ukraine
<b>Start date:</b>	September 1, 2017
<b>Type of Employment</b>	Full-time position with 40 working hours per week

### Background

The Ukraine Partnership for Local Economic Development and Democratic Governance Program (PLEDDG) is a development program funded by the Government of Canada through Global Affairs Canada (GAC) – that Federation of Canadian Municipalities is implementing from 2015 till 2021. The 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. More about PLEDDG at <http://pleddg.org.ua/ua/>

### Major Purpose

Under the direct supervision of the Senior Expert in Business Development, the SME Initiatives Coordinator / Grants Manager will work in direct collaboration with members of Ukraine-based PLEDDG team in Kyiv to improve the capacity of partner cities to create a favourable enabling environment for SMEs with a focus on women entrepreneurs and environmentally friendly business. The SME Initiatives Coordinator / Grants Manager will also work in consultation with PLEDDG project team based in Ottawa and various Canadian consultants and volunteers.

Working in partnership with Ukrainian and Canadian partners, the SME Initiatives Coordinator / Grants Manager will lead, administer, and coordinate grant initiatives, which aim to support local economic development and SME business growth in 16 Ukrainian cities under the auspices of the PLEDDG project.

## Key Responsibilities

1. Develop and establish organizational procedures for selecting and implementing SME development projects in partner cities within the framework of the PLEDDG Small and Medium Enterprise Support Fund:
  - participate in the production of the manual on using the Small and Medium Enterprise Support Fund, which describes key criteria for and the process of selecting and implementing projects in partner cities;
  - prepare templates (forms) and procedure for submitting applications for funding projects in partner cities.
2. Provide advisory assistance in designing small and medium enterprise support projects and preparing applications to the Small and Medium Enterprise Support Fund:
  - assist partner cities in producing and submitting applications and project proposals to the Small and Medium Enterprise Support Fund;
  - monitor compliance with criteria for financing from the Small and Medium Enterprise Support Fund;
  - participate in organizing and providing partner city representatives with training in and consultations on using the Small and Medium Enterprise Support Fund;
  - participate in selecting applications and project proposals, submitted to the Fund.
3. Coordinate implementation of projects financed by the PLEDDG Small and Medium Enterprise Support Fund:
  - ensure efficient communication regarding project financing and implementation provisions, review and analyse SME development project budgets to ensure reasonableness and allowability of expenses;
  - participate in drafting project implementation agreements;
  - coordinate implementation of initiatives, in particular monitor compliance with initiative implementation agreements, control the use of funds, review financial and narrative reports;
  - provide partner cities with consultative assistance in dealing with ongoing matters relating to project implementation, monitor results of SME development project implementation to meet the criteria, defined in the manual on using the Small and Medium Enterprise Support Fund;
  - ensure preparation of progress reports on SME development project implementation, as well as participate in collection of information on accomplishment of project objectives.
4. Participate in developing measures aimed to strengthen the partner city capacity to create favourable conditions for small and medium business development:
  - acquire source data on small and medium enterprises, particularly analyse applicable laws and regulations affecting the development of small and medium businesses in every partner city;
  - participate in development of new business services which encourage and stimulate growth of small and medium enterprises, incorporate gender equality and environmental sustainability priorities, with a particular focus on women, youth and internally displaced persons;

- participate in designing, development and monitoring strategies, programs and initiatives, aimed at small and medium business growth;
  - prepare consolidated reports on activities conducted in partner cities and ensure collection and timely submission of financial documents to Project partners and service providers (jointly with regional coordinators and other Project team members).
5. Perform other tasks, falling in line with the major purpose of the position.

**Qualifications:**

- A minimum of 3 years' experience in grant design and administration related to business development and local economic development.
- Strong knowledge of processes and tools associated with local governance and SME development (business development, policy, legislation, best practices, public-private partnerships, etc.)
- Higher education in a relevant discipline.
- Able to function in a dynamic, high-pressure environment with multiple tasks and deadlines.
- Able to demonstrate maturity in all interactions with colleagues within the office, as well as with the project partners and stakeholders.
- Have a good working knowledge of Microsoft Office Suite and other office operation related software.
- Experience working with information and communication technology in a development context.
- Work experience with the projects of international technical assistance and/or grant management would be an asset.
- Excellent interpersonal and organizational skills, and the ability to communicate with local stakeholders to ensure the successful completion of activities.
- Fluency in Ukrainian and English (spoken, writing skills).

**In order to apply for this position, please provide a cover letter and CV with "PLEDDG SME Initiatives Coordinator" in the subject line to [office@pleddg.org.ua](mailto:office@pleddg.org.ua) by July 31, 2017.**

Only short-listed candidates will be contacted.