

## Terms of Reference

<b>Title:</b>	<b>Program Manager, Secretariat of the Ukrainian Association of Women in Law Enforcement</b>
<b>Level of Effort:</b>	8 hours per day (40 hours per week)
<b>Salary:</b>	TBD
<b>Duration:</b>	June 1, 2018 - March 31, 2019
<b>Posting Location:</b>	Kyiv, Ukraine

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### **Position Summary**

The mission of the public organization “Ukrainian Association of Women in Law Enforcement (UAWLE) is to promote equal rights and opportunities for women and men within law enforcement agencies in Ukraine. This will be accomplished through: (1) creating an environment conducive to the equal advancement of women and men in law enforcement; (2) advocating for leadership and professional development of women in law enforcement; and (3) developing networks and mentoring opportunities for women in law enforcement.

General support for UAWLE in implementing its missions and, specifically, the creation of a Secretariat to oversee the day-to-day operations is provided by the Police Training Assistance Project (PTAP), with funding from Global Affairs Canada (GAC) through its Peace and Stabilization Operations Program (PSOP). As part of the development of the Secretariat, a Program Manager will be hired to oversee a team of professionals and the overall administration, programming and analytical work of the organization.

The main task of the Secretariat, led by the Project Manager, will be to provide organizational and technical support for UAWLE activities and to the governing bodies of the UAWLE, including the overall administrative, programmatic and analytical work of the organization. The main functions of the Secretariat is: (a) to ensuring the activities of the governing bodies (board, committees and structural subdivisions of the UAWLE), including the organization of general meetings, roundtables, training and other events; (b) to ensure timely information flow to members of the UAWLE regarding efforts organized by the UAWLE (call to the general meeting, announcement of training, announcement of the need to pay admission and membership fees, etc.); (c) to ensure effective use of the UAWLE web page, and pages in social networks; (d) to assist in ensuring a positive image of the UAWLE on the national and international levels; (e) to assist with the implementation of methodological and informational support of UAWLE members; (f) to provide administrative support to the Board and the Chair of the Board of the UAWLE; (g) to create an effective system for tracking the progress and achievements of the UAWLE; and (h) to assure the effective performance of other work-related tasks as determined by UAWLE Chair, Board members and Director.

### **Indicative Duties and Responsibilities**

As part of this assignment, the Program Manager will be responsible a number of tasks, including:

1. reporting to and work closely with the UAWLE Chair, Board members and Director in order to fulfill the organization’s mission and objectives;
2. contribution to the drafting of the UAWLE strategic plan development to ensure the fulfillment of the mission and goals;
3. support for operational planning in coordination with the Director and the Management Board;

4. engagement in all meetings of the UAWLE Board and all subordinate committees as an ex-officio non-voting member and advisor;
5. contribution in establishing cooperation between UAWLE and central and local government bodies, state and non-governmental, Ukrainian and international organizations (international associations, networks of regional and international women's organizations), enterprises, mass media, individuals, on various issues related to realization of the statutory goals and tasks (directions of activity) of the UAWLE;
6. coordination of activities with national and international advisers of PTAP;
7. quality oversight of stakeholder interaction, information flow management and timely dissemination of information to the UAWLE Chair, Board members, Director and UAWLE members, necessary for making informed and effective decisions;
8. coordination of the work of the Secretariat staff and control over their tasks;
9. organization of the execution of orders and decisions of the governing bodies of the UAWLE;
10. Planning the work of the Secretariat, in agreement with the Chair of the UAWLE and the Director;
11. preparation and submission to the Board of the reports on issues within the competence of the Secretariat;
12. drafting of a UAWLE budget for further discussion and final approval by the governing bodies of the UAWLE;
13. development and implementation of a program to encourage and seek membership; and
14. submission to the UAWLE governance and management bodies proposals on improvement of forms and methods of work of the UAWLE.

#### **Candidate Requirements**

- University degree in administration, management or other field appropriate to job requirements
- Experience with project implementation in public organizations or other non-profit organizations
- Leadership skills; strong organizational capabilities, including planning, coordination, delegation, program development, and task simplification

#### **Advanced qualifications (preferable)**

- Previous experience in gender mainstreaming
- Fluency in English and Ukrainian (spoken and written) will be considered as highly desirable

**CLOSING DATE FOR THIS POSITION:** May 16, 2018

#### **Guidance for Application:**

Interested candidates for this position must submit the following in English and Ukrainian: (a) cover letter describing experience and intentions associated with the position; (b) three professional references that can be contacted to validate the skills of the candidate; and (c) curriculum vitae

Please submit application via email to: [hr.uawle@gmail.com](mailto:hr.uawle@gmail.com)

All applications must state the position to which you are applying and your name to in the subject line of the email.