

The OSCE Project Co-ordinator in Ukraine is seeking a qualified and motivated person to fill the position of:

National Project Officer, Media
(2 vacant positions)

Tasks:

Co-ordination and Implementation of Project Activities

- Preparing agenda, co-ordination and planning of specific activities such as seminars, conferences, study trips to implement projects;
- Preparing project proposals and budgets estimates within allocation pledged by donor, usually for 6 months;
- Planning and co-ordinating implementation of different phases of the projects;
- Establishing and maintaining contacts with media experts, policy makers and relevant government officials and institutions involved in media development in Ukraine;
- Co-ordinating and participating in the work of high level experts, trainers and members of working groups; liaising with International Organizations/Institutions;
- Research on systems applied in different countries;
- Development of training material and hand out, selection of the participants to working groups.

Evaluation and monitoring

- Monitoring ongoing project work, providing guidance and assistance to implementing partners, if required.

Reporting and planning Future Activities

- Based on a thorough evaluation and analysis of the respective project, preparing reports, overviews, and other information and analytical material on demand of the senior management;
- Preparing narrative and financial reports to the donors based on the demands of the respective OSCE donor agreements.

Administrative duties

- Preparing agreements with the respective implementing partners;
- Maintaining expenditure table;
- Preparing relevant documentation for selecting experts and implementing partners: ToRs and tender/job announcements;
- Preparing relevant financial documentation: PRs, financial settlements, OTAs and settlements of duty trips;
- Translation of relevant documentation and project proposals;
- Photocopying, filing and faxing;
- Communicating with implementing partners, co-implementer of the project, representatives of authorities, respective NGOs and mass media;
- Updating database of media experts, media NGOs and legislative database; requesting and updating action plans of implementing partners and bodies of authorities.

Other duties as required

Requirements:

- University degree in journalism, social sciences or political science;
 - Minimum of two years relevant professional experience, preferably with some experience at the international level; project management experience; experience in working with Eastern European Countries / the CIS;
 - Knowledge of Ukrainian and European media environments;
 - Experience in drafting reports; proven ability to establish, contact and develop constructive relations with civil society, as well as the ability to work with government officials and institutions;
 - Demonstrable management, organizational, analytical, communication and interpersonal skills;
 - Computer literate with practical experience in Microsoft packages;
 - Excellent written and oral communication skills in English and Ukrainian;
 - Ability to work with people of different nationalities, religions and cultural backgrounds.
-

*This position is for residents of Ukraine only and will commence from September 2013. We strongly encourage applicants to apply on-line. The Vacancy Number is VNUKRN00147 and it can be accessed on the OSCE website www.osce.org/employment. The deadline for application is **14 August 2013**. Only short-listed candidates will be contacted.*

The OSCE is committed to achieving a better balance of women and men within the Organization. Both male and female candidates are encouraged to apply.

The OSCE retains the discretion to re-advertise the vacancy, to cancel the recruitment, to offer an appointment at a lower grade or to offer an appointment with a modified job description or for a different duration.

Appointments are normally made at step 1 of the applicable OSCE salary scale. At the discretion of the appointing authority a higher step may be approved up to a maximum of step 3 subject to specific conditions.