

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

National Project Officer

(Professional Legal Education and Administrative Justice)

Background:

This is the temporary post of initially six months contract duration, with the possibility of up to one year extension.

Tasks and Responsibilities:

The incumbent will work under the direct supervision of the National Programme Manager and should perform the following tasks:

Manage projects

Manage projects through all steps of the project cycle, in accordance with OSCE performance-based programming and budgeting and project management standards. The cycle consists of

1. Identification of projects
2. Development, including preparing project proposals and budgets
3. Implementation, including monitoring
4. Evaluation (which then informs future project identification)

Supervise and directly conduct activities

- Assist in selection and oversight of consultants, implementing partners and vendors
- Directly manage activities, which can include working groups, seminars, trainings, study tours, publications and others

Establish and maintain good relations with partners

- As coordination is essential to the effectiveness of the PCU, the Project Officer shall ensure coordination of planning and conduct of projects with key partners inside and outside the OSCE
- The Project Officer is also expected to assist with fundraising

Other duties as assigned

Necessary Qualifications

- University degree in law
- Minimum 2 years of professional experience
- Demonstrated project management skills
- Demonstrated thematic expertise
- Computer literate with practical experience in Microsoft packages
- Excellent written and verbal communication skills in English, Ukrainian and Russian

Remuneration Package

Social benefits will include participation in the Cigna medical insurance scheme and the OSCE Provident Fund. Other allowances and benefits are similar to those offered under the United Nations Common System.

This position is open for residents of Ukraine only. Please use the online application system www.osce.org/employment; the Vacancy Number is **VNUKRN00461**. The deadline for applications is **25 June 2017**. If you experience difficulties with the online system, please use the Internet Explorer to find the vacancy. Applications received after the published deadline and off line applications will not be considered. Due to the high volume of applications, only short-listed candidates will be contacted.

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

The OSCE is committed to diversity and inclusion within its workforce, and encourages qualified female and male candidates from all national, religious, ethnic and social backgrounds to apply to become a part of the organization.

Please be aware that the OSCE does not request payment at any stage of the application and review process.