

Call for applications: Project Officer in Kyiv, Ukraine

DW Akademie is Deutsche Welle's center for international media development, journalism training and knowledge transfer. Our projects strengthen the human right to freedom of expression and independent decisions based on reliable facts and constructive dialogue.

DW Akademie enables people throughout the world to make decisions based on independent information, reliable facts and constructive dialogue. We stand for free media, free expression and free societies worldwide.

For the EU-funded project *Strengthening Independent Media for a Strong Democratic Ukraine*

we are looking for a

Project Officer

to join our international team

Location:	Kyiv, Ukraine
Assignment period:	01.04.2024 - 31.12.2024 (Extension possible)
Availability:	5 days per week
Languages required:	Ukrainian, English a must, German an advantage
Expected starting date:	01.04.2024 or as soon as possible.

This is a contractor position. You work five days a week in contact with the project team based at DW Headquarter in Bonn, Germany. The project is funded by the EU Commission and the German Federal Foreign Office. The project provides support to Ukrainian independent national and regional media to enable them to play their important role in the Ukrainian democracy at community level. To achieve this goal, the project increases sustainably the capacities of independent media and strengthens the media literacy of Ukrainian youth.

The remuneration is based on invoices with timesheets.

Your tasks

- You are the primary contact for the Ukrainian subgrantees and project partners in Ukraine
- You maintain contact with experts, media, and other stakeholders
- You coordinate correspondence in different languages

- You help organize procurement, including catering and transport/hotel bookings

- You are responsible for cash management, including the preparation of petty cash reports
- You assist in soliciting and checking subgrantees' and project partners' financial reports
- You help ensure a proper digital-filing record of documents and an efficient information flow
- You coordinate travel-related organizational tasks (visas, flight reservations, and hotel bookings) for in-house staff and occasionally for experts in our projects
- You ensure translation/interpretation of basic communication English/Ukrainian and Ukrainian/English (or German/Ukrainian and Ukrainian/German)
- You contribute to communication materials and help ensure the visibility of the project

Other duties and responsibilities beyond the ones mentioned above may be required in the project.

Requirements and Qualifications

You are a flexible person and team player who enjoys working in an international environment, attentive to detail, able to help ensure both the integrity of financial documentation and effective communication with the project partners and other stakeholders.

Mandatory

- Experience in international development and/or in media;
- Minimum a bachelor's degree in journalism, media management, communications or another relevant field;
- Sound user knowledge of the MS Office package (Excel, Power Point, Word, Outlook);
- Good verbal and written communication skills in English. You have a native level of Ukrainian; at least basic knowledge of German is desirable.

Desirable

- Experience in an international or donor organization would be an asset;
- Experience and knowledge of public relations.

Other requirements:

- the position is Kyiv-based;
- occasional business trips may be required within Ukraine and to other European countries including to DW Headquarters in Germany.

How to apply (requirements)

Applications shall be made in writing and provide the following:

- Letter of application
- Curriculum Vitae (CV)
- The latest educational and work-related certificates and/or references

Please submit your application with the subject “**Application Project Officer Kyiv**” in electronic form to dw-akademie.ukraine.eu-projects@dw.com

The deadline is March 24, 2024.

Please send all required documents in one PDF for submission.

The size of the attachment should be max. 3 MB.