



## Embassy of Sweden

### **The Swedish Embassy in Kyiv is looking for a National Programme Officer within Human Rights, Media and Gender**

*The Embassy of Sweden/Section for Reform Cooperation announces a vacancy for the position of Programme Officer to manage a portfolio within the field of Human Rights, Media and Gender.*

Job title: National Programme Officer (NPO)

Duty station: Embassy of Sweden in Kyiv

Percentage of full-time

employment: 100% (probation period 3 months)

Starting date: June 2023 or as agreed

Deadline for applications: May 29, 2023

Sweden is a committed long-term development partner to Ukraine and one of the biggest bilateral donors to the country. The Swedish support in Ukraine focuses on integration with the European Union, support to reconstruction and rebuilding after damages sustained as a result of the Russian aggression, sustainable development and environment, climate and energy as well as strengthening democracy, respect for human rights and rule of law and free media. The Embassy is managing programmes and projects of approximately 30 MEUR annually.

The Embassy of Sweden in Kyiv has 31 staff members who work on strengthening political, economic and defence ties between Sweden and Ukraine and implementing Swedish reform cooperation with Ukraine. The Embassy works as an integrated, dynamic and results oriented team.

The Swedish International Development Cooperation Agency (Sida) is the Swedish government authority responsible for development cooperation. In Ukraine, Sida is represented by the Embassy's Reform Cooperation Section, in which these vacancies are placed. The Section comprises Swedish and Ukrainian staff members, in total 12 persons.

### **Duties and responsibilities**

As a National Programme Officer, you will be working as an expert on media, human rights, rule of law and the crosscutting issues of gender. You will independently manage programmes and projects in these areas and contribute to the political dialogue between Sweden and Ukraine in your fields of responsibility. You will manage the whole project cycle – preparing for decisions and monitoring results as well as financial follow-up in dialogue with a wide range of cooperation partners, among other - ministries, international organizations, international financial institutions, civil society, and the business community. You will monitor and analyze the reform context of your sectors. You will also travel in Ukraine to follow-up on projects and perform administrative tasks.

You will be employed by the Embassy of Sweden in Kyiv and primarily report to the head of the Reform Section.

### **Qualifications and skills**

- University degree in international relations, development studies, economy, political science or another relevant subject
- A minimum of three years previous work experience and relevant knowledge in the fields you apply for
- Fluency in oral and written English and Ukrainian
- Good knowledge of the macro-economic environment, of good governance and of overall activity programming and processes in the field(s) of expertise
- Good knowledge of Ukraine government structures and processes
- Good knowledge and experience in project management and monitoring
- Good administrative skills, including computer skills (Microsoft Office)

Knowledge of the United Nations system, the European Union and the work of international financial institutions is a merit. As gender equality is a priority for Sweden, an understanding of gender equality and gender mainstreaming is considered an asset.

We would like you to be self-motivated, open-minded and possess strong interpersonal skills. A genuine interest in reform cooperation and development cooperation is a pre-requisite. The work requires an ability to work with governmental and non-governmental actors as well as with international stakeholders and various development partners in Ukraine.

### **Terms and conditions**

This is a full-time contract with 37,5 working hours per week from Monday to Friday. The successful candidate will be subject to a professional background check and satisfactory security clearance, with a probation period of three calendar months. Staff recruited locally are subject to terms and conditions according to Ukrainian employment law and Swedish MFA guidance for local staff.

### **Application**

Send your CV together with a cover letter in English, in which you briefly describe your interest in the vacant position and how you could contribute to Swedish reform support to Ukraine in the fields of Human Rights, Media and Gender, to the following address: [jobb.kiev@gov.se](mailto:jobb.kiev@gov.se), subject: 'NPO Human Rights - UM2023/14763'. To be considered, your application must be submitted by **May 29<sup>th</sup> 2023**. Please note that only short-listed persons will be contacted.

The successful candidate will be requested to provide his military book and/or relevant papers showing that he is registered with a respective district military office at the place of his current residence or that he is exempted from the military service.

For information on the Embassy and on Sida, please see:  
[www.swedenabroad.se/kyiv](http://www.swedenabroad.se/kyiv) and [www.sida.se](http://www.sida.se)

For questions regarding the position, please contact Adam Amberg at  
[adam.amberg@gov.se](mailto:adam.amberg@gov.se)