

## Scope of Work

**I. JOB TITLE:** Program Coordinator

**II. ESTIMATED PERIOD OF PERFORMANCE/LEVEL OF EFFORT:** Long-term

**III. BACKGROUND:** The United States Agency for International Development in Ukraine (USAID/Ukraine) has awarded Chemonics International a contract (“Ukraine Democratic Governance East Activity” or “DG East”) to support USAID/Ukraine’s objectives of promoting inclusive civic identity, common civic values, and a unified Ukraine by addressing the divisive impacts of Russia’s aggression, cases of far-right Ukrainian nationalism, and the consequences of ongoing armed conflict through increased citizen participation, improved service delivery and more responsive governance. DG East’s purpose is to “to strengthen the connection and trust between citizens and their government in Eastern Ukraine” and methodology is to (1) [develop] greater acceptance of a shared civic culture based on common values and understandings, and (2) increase participation to improve Ukraine’s governance and reform processes and help to resolve community problems. Activities across the two objectives will be implemented across four project offices: Kyiv, Kramatorsk, Severodonetsk, and Mariupol, with the potential addition of a fifth project office in Kherson or another geographic location, as requested by USAID/Ukraine.

VNG International is a subcontractor to Chemonics International, the implementer of the Democratic Governance East (DG East) Activity, and will be responsible for a range of capacity building and organizational strengthening activities for partner local government entities (LGEs), as well as activities that assist LGEs to strengthen linkages with civil society organizations (CSOs) and other stakeholders and communities broadly.

**IV. JOB SUMMARY:** The Program Coordinator will be responsible for logistical/ administrative aspects of implementing VNG activities, including planning, managing and implementation.

**V. REPORTING:** The position of Program Coordinator reports to the VNG Project Manager(s).

However, this position is based in the DG East Severodonetsk office and works in close cooperation with the DG East Regional Director/Governance Lead, Governance Specialist and Capacity Building Specialist.

**VI. PRINCIPLE DUTIES & RESPONSIBILITIES:**

- Act as field liaison between DG East project staff and VNG International project management staff in The Hague
- Coordinate activity implementation in developing lists of activity participants, developing/sending out letters of invitation, preparing/managing printing of training or other event materials
- Make all logistical arrangements for activity implementation including booking and arranging payment for accommodation, travel (train, air, car) for individuals, as well as for large groups;  
collect/review all payment requests generated by VNG activities, ensuring that all back-up documentation and approvals are available for transactions;  
prepare electronic payment files for e-signature for relevant authorities
- Proactively identify errors and/or missing documentation to ensure compliance of financial documentation

- Conduct regular (not less rarely than once per calendar year) reconciliation of vendors' and service provider's settlement accounts
- Prepare letters, correspondence, requisitions and other forms of documents of consequence to be signed by management
- Prepare package of documentation required for VAT-exemptions. Manage process (via Chemonics) with USAID related to VAT exemptions.
- Liaise with short-term consultants to draft short-term services agreements and execute Acts of Acceptance in a timely manner
- Collect biodata verification documents from local STTAs and prepare biodata verification packages for senior managers' approval and submission for USAID's approval
- Ensure all activity related financial and program documentation is filed (securely) in both hard copy and scanned and saved in project digital files

**VII.SUPERVISORY RESPONSIBILITIES:** This position does not have supervisory responsibilities.

**VIII.DUTY STATION:** This position is based in Severodonetsk, Ukraine.

**IX.TRAVEL REQUIREMENTS:** Candidate must be willing to travel throughout Ukraine as needed.

**X.QUALIFICATIONS:**

- University degree in business administration, finance, or related field required OR at least one (1) year of relevant administrative/logistic, financial management experience required, with preference for USAID-funded project management experience;
- Previous professional experience with international donor programs, particularly USAID strongly preferred;
- Demonstrated ability to work productively within a team;
- Excellent administrative, organizational and multi-tasking skills;
- Excellent interpersonal and communications skills, with demonstrated diplomacy and the ability to communicate effectively in a cross-cultural environment;
- Computer skills including high proficiency with of Microsoft Excel, Word, and other Office applications;
- Knowledge of USAID rules and regulations preferred, but not required;
- Ability to effectively communicate verbally and in written form in Ukrainian, Russian, and English.

**XI.CONDITIONS OF EMPLOYMENT:**

Successful applicant will be an independent consultant, self-employed and will undertake full responsibility for the payment of all taxes and obligations deriving from the legislation in force, including to those related to medical and social insurance.

The assignment is full-time and for the period till 30 September 2019 with a possibility of extension. Probation period is 3 months. Estimated starting date: as soon as possible.

Qualified candidates are kindly asked to send their CV and motivation letter, duly completed in English, for the above mentioned position not later than Wednesday, the 29<sup>th</sup> of March 2019 to the attention of Mr. Stan Abma [stan.abma@vng.nl](mailto:stan.abma@vng.nl)

Short-listed candidates will be invited for an interview via Skype on 4 and 5 April 2019.