

Project Communication Specialist

Location :	Kyiv
Type of Contract :	Consultant specialist full-time
Languages Required :	Ukrainian, English
Starting Date: (date when the selected candidate is expected to start)	May 2019
Duration of Initial Contract :	Until 31 January 2020

SKL International is looking for a Project communication specialist for implementation of Ukraine Local Empowerment, Accountability and Development Programme - U-LEAD with Europe Support to improved administrative service delivery, Roll-out Phase. The positions shall be consultancies contract for a period of minimum 9 months.

The Project communication specialist should be experienced, professional, self-motivated persons with high level of English, who can work effectively in a dynamic and changing environment and manage trips, conferences and other logistical arrangements in order to reach the targeted results within a limited timeframe. The position requires integrity, innovation, problem-solving skills, professionalism, strong interpersonal skills and the ability to work as an effective team member.

About SKL International

SKL International is a subsidiary to the Swedish Association of Local Authorities and Regions (SALAR), representing all 290 municipalities and 20 county councils in Sweden. We are a leading consultancy company supporting local democracy and good governance in developing and transition countries. Our expertise covers areas such as capacity building on municipal management and service delivery; local and regional development; decentralisation policies; support to local government associations; and European Integration. Geographically, SKL International's projects covers countries in Central and Eastern Europe as well as Africa and Asia.

Description of the assignment context

U-LEAD with Europe is a multi-donor action of the European Union and its Member States Denmark, Estonia, Germany, Poland and Sweden. The Programme aims at supporting the Decentralisation reform in Ukraine and contributes to the establishment of multilevel governance that is transparent, accountable and responsive to the needs of the population.

The Programme has two main objectives:

1. Enhancement of the capacities of key stakeholders at the national, regional and local levels to implement the regional policy and decentralisation reforms (GIZ).

This includes vertical and horizontal coordination and capacity development at all levels of government throughout Ukraine.

2. Empowerment of amalgamated communities to deliver high quality administrative services to their citizens aims at contributing to the ongoing decentralisation reform in Ukraine (Sida). For this purpose, Sida has subcontracted SKL International who worked in 26 pilot communities on establishing different types of ASCs (2017-2018). During the Roll-out phase (2018-2020) Sida is aiming at to support up to 600 Administrative Service Centres to improve the service provision for citizens of Ukraine.

During the Roll-out phase, SKL International's role will consist of the following areas of work

- Ensuring quality and relevance of the Support Package on how to establish an ASC (developed during the inception phase)
- Communicating the role of ASC in the decentralisation process
- Policy advice and support on administrative delivery in Ukraine
- Support to peer exchange between amalgamated communities that have established ASCs
- Selection of Programme participants to establish or modernise ASCs (amalgamated communities and small cities) in four rounds
- Preparing Terms of Reference for up to 600 communities on how to establish or modernise a well-functioning ASC.

The organisational structure of the Roll-Out Phase, main activities and the timeline is available [here](#).

Organisational set up

The project team in Ukraine comprises of approximately thirty long-term consultants covering policy expertise, logistics support, methodological support, selection of Programme participants and preparation of terms of reference for establishment and modernisation of ASCs.

Duties and Responsibilities

The Project Communication Specialist is expected to

- work closely with all actors on communication matters: SKL International, NIRAS (an Implementer of the first and second rounds of the Roll-Out Phase), hromadas and other actors (e.g. Oblast State Administrations, Local Government Development Centres etc.) in order to reach common visibility standards and recognition of the Programme;
- work closely with the core team in Kyiv and Stockholm;
- organize opening ceremonies of Administrative Service Centres (ASC) on local and regional level in order to achieve better understanding of the Programme, recognition and visibility (app. 30 events per round, 4 rounds);
- coordinate the visibility and media coverage of all ASC openings within the Roll-Out Phase (up to 574 ASCs);
- work with regional and national media to provide better visibility of the Programme;

- produce and disseminate content (texts and visuals) related to ASCs openings relevant for media, social media, website, etc.;
- support the organisation of various public events on national level in order to achieve better understanding of the Programme, recognition and visibility;
- coordinate efficiently with vendors (design and print houses, BTL agencies, MB agencies, production houses etc.).

It is required to be able to travel frequently in Ukraine

Corporate Competencies:

- Respect of diversity: Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability; Treats all people fairly without favouritism.

Core Competencies:

- Client Orientation: Focuses on impact and result for the client and responds positively to feedback.
- Team Work: Participates in teams effectively and shows conflict resolution skills.
- Relationship Building: Builds strong relationships with clients and external actors.
- Demonstrates openness to change and ability to manage complexities.

Functional Competencies:

- Development and Operational Effectiveness: Ability to participate in planning and implementation of communication activities;
- Judgment/Decision Making: identifies key issues in a complex situation and proposes course of action for overcoming of the issues.

Technical Competencies:

- Experience in communication or public relations for projects of similar scope;
- Experience in developing and implementing communication plans.

Communication

- Constantly inform management of the Project in Stockholm and Kyiv about a progress, problems and achievements in work
- Daily coordination with communication team in the Project.

Monitoring, evaluation and reporting

Regular monitoring, reporting and communication with the Stockholm office and management team in Kyiv.

Required Skills and Experience

Education:

- University Degree in journalism, communications or equivalent.
- Master's degree is a strong asset.

Professional experience:

- At least 3 years (2 years for candidate with MA) of relevant professional experience performing tasks similar to the required job position;
- Experience of working with Local Self Governance in Ukraine, Understanding the concept of Decentralisation;
- Evident experience in organizing excellent communication of events;
- A proven ability to use creative and effective communication tools;
- Evident experience in liaising and co-operating with media journalists, government officials, NGOs and the private sector;
- Previous experience of working with the governmental sector is a strong asset.
- Excellent computer literacy (MS Office; Windows, Internet); excellent communications, report writing and analytical skills.

Conditions and Logistics

A consultancy contract will be signed between SKL International and the Project communication specialist, which will outline the conditions for the position in detail. Please note this position is **not** an employment position, meaning that applicants must be established as consultants and will be liable to pay all relevant taxes and insurances.

A competitive consultancy fee will be offered to the successful candidate.

Evaluation of response and selection

Interested applicants should send their proposal, comprising the following documents, to SKL International no later than **April 17, 2019**:

- a) A short explanation of the applicant's suitability for the assignment (maximum one A4-page)
- b) Up-to-date CV indicating relevant experience and qualifications
- c) A statement on when the applicant will be available to start the position and confirmation that the applicant will be available to work on the project full time until the end of phase one.

Project communication specialist will be selected based on specialist competence and suitability matching the requirements described above.

This Request for Proposal is issued on **April 12, 2019**. Interviews with shortlisted applicants are expected to be held in person or via Skype in the period between **April 18-19, 2019**.

Proposals and questions should be sent by email to: ulead@sklinternational.se

Diversity and equal opportunities

SKL International embraces diversity and respects human rights in all areas of its work. Discrimination of any kind including on the basis of gender, religion, sexual orientation, ethnicity or culture is not accepted. Personnel shall respect equal rights of individuals and strive to create an atmosphere where people's differences are accepted and valued.

Persons engaged in SKL International's business activities shall be afforded equal rights and development opportunities. SKL International supports working arrangements that enable personnel to combine work with family commitments.