

Position Name: Project Manager	Employment Regime: Seconded	
Ref. Number: UAC 041; UAC 042	Location: Kyiv	Availability: ASAP
Department/Component/Unit: Chief of Staff Office/Project Cell	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line

The Project Manager reports to the Head of Project Cell.

2. Main Tasks and Responsibilities

- To assist in project planning, development, coordination and implementation of Mission projects in support of mandate implementation;
- To assess project proposals and issue feasibility and sustainability recommendations;
- To advise project leaders within the Missions operational components and heads of units in the preparation of project proposals, budgets, notes of understanding and project agreements etc.;
- To assess project proposals and make recommendations on the feasibility and sustainability of projects;
- To ensure project proposals are in line with Mission programmes and coordinated internally and externally;
- To act as the interface between project leaders and various elements of Mission Support;
- To maintain records of the Mission project history and ongoing activities;
- To conduct post project reporting and evaluation;
- To receive, review, analyse, assign, process and track certified requisitions submitted for procurement;
- To liaise with Mission international partners in close coordination with the Mission Coordination and Cooperation capability;
- To develop project control tools and guidelines, and to provide training, mentoring and coaching on project implementation to Mission's staff as appropriate.

3. General Tasks and Responsibilities

- To identify and report on lessons learned and best practices within the respective area of responsibility;
- To contribute and ensure timely reporting on activities within the respective area of responsibility;
- To take account of gender equality and human rights aspects in the execution of tasks;
- To undertake any other related tasks as requested by the Line Manager(s).

4. Essential Qualification and Experience

- Successful completion of university studies of at least 3 years attested by a diploma **OR** a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework **OR** a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree. The qualification should be in any of the fields of Social Sciences (e.g. Political Science, International Relations, Law, Economics etc.) or Business Administration or in the field of planning, implementation and evaluation of projects; **AND**
- A minimum of 4 years of relevant professional experience, after having fulfilled the education requirements;
- Experience in planning, implementation and management of projects.

5. Essential Knowledge, Skills and Abilities

- Teamwork skills;
- Time management skills;

- Problem solving skills;
- Project management skills;
- Analytical skills;
- Excellent interpersonal and communication skills.

6. Desirable Qualifications and Experience

- Master's Degree in project management or other related field;
- Knowledge of the procurement and contract procedures for the EU External Action Service;
- Knowledge of EU Financial Regulations;
- Certificate/diploma or higher in project management such as APM, PPM, PRINCE2, or equivalent;
- International experience, particularly in crisis areas with multinational and international organisations.

7. Desirable Knowledge, Skills and Abilities

- Familiar with EU financial regulations;
- Ukrainian and/or Russian language skills.