

Call for proposals

Communications Specialist

Polaris Programme: Support to multi-level governance in Ukraine (2024-2028)

About SALAR International & its engagement in Ukraine

SALAR International is a subsidiary of the Swedish Association of Local Authorities and Regions (SALAR), representing all 290 municipalities and 21 regions in Sweden. As the international branch of SALAR, we work globally to support local democracy and good governance in developing and transitioning countries. Our expertise covers areas such as capacity building in municipal management and service delivery, local and regional development planning, support for local government associations, decentralisation policies and European integration. Geographically, SALAR International's projects cover countries in Eastern Europe, the Caucasus, the Middle East and the Sub-Saharan Africa.

SALAR International has been engaged in Ukraine since 2014, providing support to Ukraine's decentralisation process through three major initiatives focusing on building a robust multi-level governance system, increasing accessibility and quality of services at the local level, and enhancing international cooperation between municipalities from Ukraine and the EU. After the full-scale invasion, SALAR International has added crisis support to Ukrainian municipalities, providing them with material assistance.

Description of the assignment context

To address the changing needs of Ukrainian municipalities and national level stakeholders during wartime, the Swedish International Development Cooperation Agency (Sida) has initiated a broader programme in support of multilevel governance and recovery. This programme is called "Polaris: Supporting Multi-level Governance in Ukraine". It is implemented by SALAR International and planned for four years (July 2024-May 2028).

Polaris Programme aims to work with both short and long-term focus, addressing the needs of the multi-level governance system in Ukraine and in parallel strengthening municipalities' public service provision, as well as their direct engagement in the recovery and reconstruction processes, in line with the requirements of Ukraine's EU accession.

The Programme's support is provided through two operational components: one focusing on policy and collaboration with national stakeholders, and the other providing direct support to municipalities. The support encompasses five thematic areas: Education, Fiscal Decentralisation and Budgeting, Administrative Service Provision, Locally-led Recovery, and International Municipal Cooperation. In addition, the Programme will provide material support to meet short-term material crisis needs of municipalities.

Organisational set up

The programme is a joint Swedish-Ukrainian initiative with management structures in both Stockholm and Kyiv. It encourages a flat organisational structure, meaning a high degree of autonomy and responsibility for involved experts, as well as strong local ownership among beneficiaries such as national stakeholders and Ukrainian municipalities.

As of May 2026, more than 60 Ukrainian and international experts are working full-time in Ukraine or remotely from abroad across various thematic teams and support units. The Programme has its main office in Kyiv but the support and activities target local self-government in all regions of Ukraine and are implemented in all regions controlled by the Ukrainian government. The support is provided on demand, in most cases through open calls.

Role description

The Communication Specialist is part of a communication team consisting of three members. The work will be conducted under supervision and in collaboration with the Communication Lead, and will involve working with Ukrainian and international experts from all thematic areas as well as with other Programme units, to ensure that communication activities are aligned with the communication strategy, enhance programme visibility and achieve good coverage among the target groups.

Main responsibilities

- Contribute to and implement the Programme's communication strategy,
- Manage the webpage and social media of the Programme,
- Draft and manage content development (e.g. press releases, articles, visual and video materials, etc.),
- Plan and organise communication events (e.g. press conferences, briefings, etc., both off- and on-line formats),
- Support all thematic teams in external communication during their events, including visibility, drafting, editing, and sharing related news,
- Develop materials for thematic areas,
- Find and coordinate with vendors for various communication activities,
- Contribute to analysing media reach out to various target groups and reporting upon request,
- Work closely with the administrative and logistics unit to ensure high quality production of visibility materials,
- Ensuring gender sensitive external communication in cooperation with a gender expert.

Qualifications

- Bachelor's degree in journalism, communications or equivalent (Master degree is a strong asset),
- At least 2 years of relevant professional experience of performing tasks similar to the responsibilities described for this position,
- Proficient in developing clear and engaging content,
- Experience in liaising and co-operating with vendors, media journalists, government officials, NGOs and the private sector,
- Proven ability to use creative and effective communication tools,
- Excellent communication skills, including storytelling and report writing,
- Experience of managing webpages/social media,
- Fluency in Ukrainian,
- Intermediate level of English.

Merits

- Knowledge of and interest in local self-governance and national reform processes in Ukraine,
- Experience of working in international organisations/companies, or relevant experience from the private/business sector.

Selection Criteria

The selection of candidates will be based on the following criteria: professional experience, communication skills, ability to work in the office in Kyiv and travel in Ukraine.

Diversity and equal opportunities

SALAR International embraces diversity and respects human rights in all areas of its work. SALAR International strives to create a gender-equal and diverse working environment. Team members shall respect equal rights of individuals and strive to create an atmosphere where people's differences are accepted and valued. SALAR International supports working arrangements that enable personnel to combine work with family commitments.

Conditions

A consultancy contract will be signed between SALAR International and the expert 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 in Ukraine.

A competitive consultancy fee will be offered to the successful candidate. Life and travel insurance is provided to those travelling within Ukraine.

Duration: 100%, 23 months.

Location: Kyiv. Physical presence in the project office is required.

Application: Send your application with a maximum 3-page CV and a 1-page cover letter (in PDF) to ukraine@salarinternational.se. Please include a portfolio of relevant work samples (as links or a PDF). Note "Communication Specialist" in the subject line.

Interviews will be conducted on an ongoing basis. Only shortlisted applicants will receive a response by email once the recruitment process has been finalised.

For any questions or clarifications, please contact: ukraine@salarinternational.se. Personal information provided by the applicant in the recruitment process will be handled by SALAR International.

Deadline: 23 June 2026. Applications will be considered on a rolling basis.

www.polaris.org.ua