

Call for proposal

Policy Support Officer

Programme: “Polaris: Supporting Multilevel 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, decentralization 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

SALAR International has finalized its former projects in Ukraine (DSP and Prosto), initiated before the full-scale invasion. To address the changing needs of Ukrainian municipalities and national actors during wartime, a new multi-level programme has started financed by the Swedish International Development Cooperation Agency (Sida).

The programme “Polaris: Supporting Multilevel Governance in Ukraine” - is planned for four years (July 2024-May 2028), but activities are currently outlined for the first 24 months.

The programme aims to work with both short and long-term focus on addressing the needs of the multi-level governance system in Ukraine and in parallel strengthen municipalities’ public service provision, as well as their direct engagement in the recovery and reconstruction process, in line with the requirements of EU accession.

The programme consists of two components: one focusing on policy and collaboration with national actors, and the other providing direct support to municipalities. It encompasses five thematic areas: Education, Fiscal Decentralisation and Budgeting, Administrative Service Provision, Locally-led Recovery, and International Municipal Cooperation. The programme will procure material support to address the crisis needs of municipalities and coordinate with other international actors to finance the implementation of recovery plans.

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.

It is expected that more than 50 people will be working full-time in Ukraine within various thematic teams as well as support units.

The programme has its office in Kyiv but implements activities in all regions controlled by the Ukrainian government.

Role description

The Policy Support Officer will dedicate at least half of their time to supporting the capacity of local self-government associations (LGA). Under the guidance of the Team Leader for LGA support, the Policy Support Officer will help strengthen these associations as democratic, sustainable, non-partisan, and member-driven entities that promote local self-governance across Ukraine. The Officer will assist the Team Leader with communication, documentation, coordination, and the operational execution of activities to ensure smooth and effective programme delivery. Additionally, the Policy Support Officer will engage with political leaders and LGA representatives on operational matters to enhance democratic processes, institutional independence, and the sustainability of both the associations and their regional branches.

The remaining time will be dedicated to supporting the coordination of the programme's policy and research activities across the programme. This will involve gathering data, conducting preliminary analysis and monitoring, and assisting with the preparation of research reports to inform programme strategies and measure impact.

Main responsibilities:

- Support the Team Leader in the LGA associations expert group in developing and disseminating the programme's strategy and action plan for partnerships with associations
- Assist in scheduling, task allocation, and follow-up for the expert team's activities, ensuring quality documentation and alignment with programme goals
- Provide operational support for policy advice, data gathering, and consultations with LGA associations and regional branches
- Organize and facilitate training sessions, workshops, and coaching events to enhance LGA capacities, tracking feedback for continuous improvement
- Assist in developing and maintaining partnerships with LGA associations and regional branches, ensuring collaborative implementation of project activities
- Support overall coordination of policy activities within the programme to enhance synergies within the programme as well as with other national and local initiatives
- Assist in policy dialogues and communication with partners, for example through regional and national events
- Support monitoring of reforms relevant for the thematic areas of the programme
- Collect data, reports, and analysis for monitoring and evaluation, contributing to programme performance summaries and reporting.

Qualifications:

- Bachelor degree in relevant academic field; for example public administration, social science, political science, international relations
- At least 2 years of work experience in support roles ideally within international development, public administration, relevant NGO or with local self-government

- Previous experience of working with multi-stakeholder teams, including government entities, associations, and non-governmental organizations
- Understanding of decentralization processes, local governance, and public administration.
- Strong organizational and coordination skills, with proven ability to manage multiple tasks effectively
- Excellent verbal and written communication skills in Ukrainian and English (ability to communicate with international experts without the intermediary of an interpreter)
- Ability to take structured and comprehensive meeting notes, preparing summaries and reports as needed
- Previous experience in organising events
- Competency with digital tools for online meetings, data management, and document sharing.

Merits:

- Knowledge of Local Government Associations
- Previous experience of implementing projects on local governance
- Project management skills.

Selection Criteria:

The selection of candidates will be based on the following criteria: motivation, coordination and organisational skills, understanding of Ukrainian municipalities' capacities and needs, previous work experience.

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.

Duration: 12 months, full-time contract with possibility of extension

Location: Ukraine, possibility to work from office in Kyiv preferably.

Application:

Send your application with max 3 page CV and max 1 page cover letter to ukraine@salarinternational.se. Please note "Policy Support Officer" in the subject line. The interviews will be conducted on an ongoing basis. Only shortlisted applicants will receive a response by email when the recruitment 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: 24 November 2024