

Request for proposals Programme Assistant, full-time

Polaris Programme: Support to multi-level governance in Ukraine
and
WM4U Programme: Strengthening of Municipal Waste Management in Ukraine

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.

Currently, SALAR International is implementing two major programmes in Ukraine. One of the programmes – WM4U - is managed and implemented together with Avfall Sverige (the Swedish Association of Waste Management and Recycling), who is the main national stakeholder and association in the field of waste management and recycling in Sweden. With 400 members, representing all municipalities, municipal companies and the private waste management sector, Avfall Sverige is the main national voice for its members and is monitoring and safeguarding the members' interests in all areas of waste management. Avfall Sverige is also a main national knowledge broker in the field of waste management and acts to promote the exchange of best practices, innovation and ideas. Avfall Sverige also has long term commitments internationally in support to municipal waste management reforms.

The role as Programme Assistant will include working with the two programmes:

1. **WM4U:** Strengthening Municipal Waste Management in Ukraine (2024–2027) This programme, funded by the Government of Sweden through the Swedish International Development Cooperation Agency (Sida), is a strategic partnership with Avfall Sverige and SALAR International. It focuses on fostering sustainable and efficient waste management practices across Ukrainian municipalities.
2. **Polaris:** Supporting Multilevel Governance in Ukraine (2024–2028) Also funded by Sida, Polaris aims to strengthen Ukraine's multilevel governance system, enhance public service delivery, and support recovery efforts in alignment with EU accession goals. The programme encompasses five thematic areas: education, fiscal decentralisation and budgeting, administrative services, local-led recovery, and international municipal cooperation.

Organisational set up

Both programmes are joint Swedish-Ukrainian initiatives 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.

All together more than 70 people are working full-time in Ukraine within various thematic teams as well as support units.

The programmes have shared office in Kyiv but implement activities in all regions controlled by the Ukrainian government.

Role description

The programme assistant is a part of the Support Unit in Ukraine and will be working closely with the team members. The work will include supporting office maintenance, assisting in administrative and logistics procedures and organization of events and trips. The assistant will also work on various tasks from the thematic units to ensure efficient implementation of activities.

Main responsibilities

- Handle administrative tasks related to programme activities, including courier deliveries and documentation flow;
- Assist with procurement-related documentation, including scanning, printing, delivery, filing, and archiving;
- Support office payments and the management of office consumables and supplies;
- Assist the programme team with day-to-day operational tasks, including logistics, travel bookings, accommodation and local arrangements; the organisation of events and trainings;
- Assist with procedures related to legal and financial compliance required for programme implementation in Ukraine
- Support with communication with suppliers including preparation of documentation service follow up and basic quality checks
- Regularly update the management of the support unit on work progress, challenges, and achievements;
- Provide general day-to-day administrative support to the office in Kyiv.

Qualifications

- Minimum 2 years of experience working with assistant-related tasks;
- Knowledge of administrative procedures (invoices, consignment notes of Nova Poshta, documents tracking, etc);
- High level of coordination skills and sense of responsibility;
- Ability to work under strict deadlines in a multitasking environment;
- Ability to work in a multicultural and diverse team;
- Proficient computers skills, including experience office software and tools (MS office package, Zoom etc); Basic skills in AI tools, social media management, and/or design tools for visual content will be an advantage.
- Fluency in Ukrainian

- Intermediate level of English (spoken and written)

Merits

- Previous experience of work in International Organizations or international funded projects

Selection criteria

The selection of candidates will be based on the following criteria: working experiences, communication skills, flexible and service-oriented mindset, ability to work from the office in Kyiv and to travel within 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.

Location: Kyiv.

Duration: Initially until May 31, 2026. Prolongation is highly possible and will depend on continued programme financing.

Application:

Send your application with max 3 page CV and max 1 page cover letter (in PDF) to ukraine@salarinternational.se. Please note "Programme Assistant" in the subject line. The interviews will be conducted on an rolling basis, after the deadline. 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: 9 January 2026.