JOIN OUR TEAM

Vacancy Announcement

Job Title: Programme Assistant and Outreach Officer

Organisation: Centre for Sustainable Peace and Democratic Development (SeeD)

Duty station: B. Khmelnytskoho Str, 17/52, office E05, Kyiv, 01030, Ukraine

Start date: 30th March 2020; **contract to be extended after 3 months trial period**

Contract status: Full-time (40 hours per week)

Salary range: 1000 – 1200 EUR (Depending on experience)

Reports to: Ukraine Programme Lead

General Summary

SeeD has a young and dynamic team in Ukraine that is implementing innovative research driven projects with multiple peace and development partners such as USAID, UNICEF and UNDP. The Programme Assistant and Outreach Officer will work closely the Ukraine Country Team and SeeD Data Team to interpret, translate and visualize data analysis outputs into infographics, presentations and other products and publications, and will support stakeholder engagement, outreach, communications, visibility and project management efforts. The Programme Assistant and Outreach Officer will be responsible for managing the Country Team's social media accounts, online presence (websites, learning platform etc.) administrative tasks relating to project implementation and logistics of events and activities.

Duties and responsibilities

- Works closely with SeeD Ukraine Country Team and Data Team to interpret, translate and visualize raw data analysis outputs (e.g. anova tables, regression models, frequency reports) into infographics, presentations and other digestible and audience-friendly products and outreach material, based on project needs and priorities;

- Develops social media messages and assists in the management of Ukraine programmes' social media profiles and designs the SeeD Ukraine visibility and outreach efforts under the guidance of the Ukraine Programme Lead and as per partner and donor requirements;

- Works closely with other internal/external outreach officers, designers, copy editors, authors and researchers to produce aesthetically and visually high-quality outreach, visibility and dissemination material and products e.g. presentations, infographics, posters and booklets);

- Supports the Ukraine Programme Lead in stakeholder engagement, project management and strategic thinking efforts; and contributes to the implementation of project deliverables (e.g. surveys, publications, reports);

- Supports and contributes to project cycle management tools and processes such as institutional team calendars, team communication, record keeping and reporting procedures as well as archiving, filing and backup procedures;

- Supports administrative tasks of the Ukraine SeeD office, logistical coordination, and event and outreach planning, and attends project meetings and holds minutes, where necessary, as well as supporting translation of SeeD Ukraine products and findings into Ukrainian and/or Russian;

- Works in liaison with the SeeD Administrative Assistant in Cyprus, prepares a quarterly 2-page user trends report for SCORE Ukraine and SeeD Ukraine websites and social media accounts, answering the questions such as: Which posts, pages, publications, links are most visited, liked and downloaded by which groups, peak/off-peak times for user traffic, geographical engagement etc. to guide the visibility and outreach strategies;

- Participates in institutional activities, meetings and events as required by SeeD Headquarters, and works towards fostering a global team culture and cohesion that is decentralized and yet effective. To that end, takes initiative towards knowing and connecting with all SeeD members in different countries where appropriate.

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Knowledge and Experience

Essential qualifications, experience and skills:

- Degree in Public Relations, Social Sciences, Humanities, Business Administration or other relevant field;

- Demonstrable experience in designing and implementing outreach and visibility efforts and strategies;

- Good understanding of international development and peacebuilding organisations, relevant key actors and terminology (e.g. UN, USAID);

- Administrative or coordination experience (events, projects, research);

- Excellent writing and communication skills in English (min IELTS 7 or equivalent), Ukrainian and Russian;

- Good knowledge of common software programs (Excel, Word, PowerPoint, Adobe Acrobat etc.);

- Experience in social media management and communication;

- Good data visualisation skills and infographic design based;

- Strong commitment to peace, sustainable development and the principles of SeeD;

- Strong communication, organization and prioritization skills;

- Strong sense of attention to detail, responsibility and thoroughness.

Desirable experience and skills:

- Independent research design and implementation experience;

- Donor funded project coordination experience;

- Knowledge of raster and vector design programmes such as Illustrator, Corel Draw, Sketch, Photoshop etc.;

- Interest in photography and video editing;

- Experience in reading data and analysis outputs.

How to apply:

The applications should be sent to recruitment@seedsofpeace.eu **ENGLISH by Sunday, 15th March 2020, 5pm (Ukraine time/GMT+2).** Incomplete application packages will be not be evaluated. The application package should include:
- Full CV
- Short personal portfolio including examples of previous work (e.g. visualisations, reports, presentations, outreach material)
- 2 reference letters
- Motivation letter

Evaluation process:
1. Administrative check & Evaluation of application package
2. Competency test
3. Interview