

## JOB DESCRIPTION

<b>Job title:</b>	Project Coordinator
<b>Location:</b>	Dnipro, Ukraine
<b>Reports to:</b>	Programme Lead East
<b>Contract duration:</b>	One year (three months' probation period)

***The position is open for only people with Ukrainian citizenship.***

### HelpAge General

HelpAge International works with partners and a diverse global network of more than 171 organizations across 90 countries, supporting millions of older people to live safe, dignified, and healthy lives. Through our partnerships and collaborations, we work to ensure the inclusion of older people across society and strive to deliver a just and fair world for everyone, whatever their age. Our work is driven by our desire to deliver real impact for older people, to be inclusive, to work in partnership and to learn from our shared experience.

Our 2030 strategy *Ageing in a Just World* sets out how we will work together to shape the future we all share. By working together, we aim help inspire a movement for change and through ensuring all our work promotes older peoples' wellbeing, dignity and voice, we can transform the lives of older people now and in the future.

As part of our 2030 strategy, we have a continued commitment to inclusive humanitarian action, supporting older people and their families at a time of crisis.

### Ukraine Crisis

HelpAge has been present in Ukraine since 2014. With a total workforce of over +600 people including staff, volunteers, and contractors. Our response plan includes cash assistance, food distributions, NFI distribution, health and dignity kits, support to access health services, care and support, WASH, protection, mental and psychosocial first aid.

We are now seeking a Project Coordinator to support the implementation of our GFFO project second phase. The Project Coordinator will be responsible for the coordination of activities in the relevant geographic area ensuring full compliance and application of all HelpAge International (HAI) Ukraine policies, facilitating project development, and ensuring timely delivery of project activities including implementation, monitoring, and reporting, and budget control and management.

### Key responsibilities:

- Plan and oversee the implementation of the project in the area of responsibility of the HAI Dnipro Office.
- Organize, coordinate implement, and follow up project activities, including administrative and financial aspects, providing expert advice and ensuring timely delivery.
- Coordinate, oversee and direct the work of project officers and social workers and ensure the quality and timeliness of their deliverables as well a full adherence to HAI standards.
- Establish and maintain close working relationships with project partner and stakeholder, international and national organization active in the humanitarian assistance to elderly people.
- Participate in relevant coordination and cluster meeting and provides feedback.
- Closely coordinate activities with technical advisers and MEAL officers and seek actively their input as necessary for the appropriate project response.
- Ensure that project reports are drafted timely.

## **Let's talk about you:**

You will be a Ukrainian national with:

### **Essential requirements:**

- Experience in project coordination and management, preferably in humanitarian field.
- Excellent communication, organization, and planning skills.
- Strong communication skill both in speaking and written English.
- University degree in social work, or a relevant field.
- Experience in implementing projects in close collaboration with local and/or regional authorities.
- Strong interpersonal and teamwork skills.
- Problem solving skills and willingness to travel through Ukraine as required.

### **Desirable:**

- Experience in working with elderly people.
- Coordination, collaboration, and negotiation skill.
- Experience in overseeing the work of staff at the local level, such as social workers and volunteers.
- Knowledge of HelpAge International principles will be an added advantage.

At HelpAge International, we believe in the importance of empowering our people to be change makers and leaders at all levels. We expect our people to embrace and live our values, challenging themselves every day to identify issues that are most important to older persons and their communities, and to make an impact that matters.

In addition, as an HelpAge employee you are expected to:

- Work collaboratively, building mutual trust and respect, with external organizations and partners to achieve our strategic aims and objectives; being accountable for the work you do together.
- Adapt to new directions or opportunities arising within the organization and in your work area; being flexible in your role, constantly using the feedback to learn more and evolve further.
- Lead behavioral and cultural change through embracing a supportive, collaborative, and highly inclusive environment where everybody feels supported, respected and engaged.
- Extend HelpAge's reach and impact, by creating and identifying new business development opportunities and building relationships with new partners.
- Lead and promote a culture of including the voices of older people across our support, convening and thought leadership roles, in a way that is transformative, empowering and highly inclusive of those marginalized by gender, economic status, disability and other factors of discrimination.

## **Equal Opportunities**

HelpAge International is committed to creating an inclusive working environment, promoting and providing equal opportunities and respecting diversity in employment. We welcome applications from all suitably qualified individuals regardless of their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

## **Safeguarding**

HelpAge International is committed to safeguarding the communities with which we work, our partners, staff and any others who we come into contact with.

Therefore, you will also be responsible for:

- Preventing harm and abuse from our people, operations and programmes to anyone that encounters our work.
- Reporting all safeguarding incidents you see, hear, hear about or suspect, using our internal reporting mechanism.
- Complying with all safeguarding framework policies and practices
- Completing mandatory training courses relating to our safeguarding policy framework and complying with HR vetting procedures.

## **Diversity and Inclusion**

HelpAge International is dedicated to creating a diverse and inclusive environment for all its employees and extending the culture of inclusion into our work.

We believe that our workforce should reflect the wide diversity of the communities we serve, and that diverse voices should be elevated and intentionally integrated into our work. We embrace difference and diversity of identity, experience, and thought, and actively strive for inclusive behaviors across our organization and work regardless of gender, race, disability, age, nationality, ethnic/national origin, sexual orientation, religious beliefs, marital status, pregnancy, social status, and political beliefs.

## **How to apply**

To apply for this job, please submit the following documents:

- A cover letter, setting out how you meet the requirements of the job profile. Please use bold headings for each requirement and provide examples.
- Your current curriculum vitae (3 pages maximum)
- Three referees, including your most recent employer

To be considered, please read the job description to find out more information and then email your application to [hrua@helpage.org](mailto:hrua@helpage.org) and/or [helpAge-hr@helpage.org](mailto:helpAge-hr@helpage.org) before the closing date.