



Embassy of Sweden

The Embassy of Sweden in Kyiv is a mission with 60 employees and a geographical scope that covers the whole of Ukraine. The working language at the Embassy is English and all employees are expected to master this language. If you wish to learn more about the Embassy, you are welcome to read more on our website: www.swedenabroad.se/Kyiv

We are now recruiting a NATIONAL PROGRAMME OFFICER (NPO).

You will be managing a portfolio mainly within the fields of economy, macro-economy, private sector, and development analysis. The position is placed in the Embassy's Reform Cooperation Department, which comprises Swedish and Ukrainian staff members, in total 13 persons – including representatives for Folke Bernadotte Academy and the Swedish Civil Contingencies Agency.

Main tasks

You will be the specialist on macro economy, private sector development, education and development/-reform analysis at the Embassy and independently manage programmes and projects in these areas. You will also contribute to the political dialogue between Sweden and Ukraine in the fields of economy and private sector development. You will manage the whole project cycle – preparing for decisions and monitoring results as well as financial follow-up in dialogue with a wide range of cooperation partners, among other - ministries, international organisations, international financial institutions, civil society, and the business community. You will monitor and analyse the reform context of the sector as well as for the whole team. You will also travel in Ukraine to follow-up on projects and perform administrative tasks.

We would like you to be self-motivated, open-minded and possess strong interpersonal skills. A genuine interest in reform cooperation and development cooperation is a pre-requisite. The work requires an ability to work with governmental and non-governmental actors as well as with international stakeholders and various development partners in Ukraine.

Qualifications

- University degree in international relations, development studies, economy, political science or another relevant subject
- a minimum of two years previous work experience and relevant knowledge in the field of macro economy and/or reform analysis
- fluency in oral and written English and Ukrainian
- good knowledge of the macro-economic environment, of the financial sector, of good governance and of overall activity programming and processes
- good knowledge of Ukrainian government structures and processes
- good administrative skills, including computer skills (Microsoft Office)

Knowledge of the United Nations system, the European Union and the work of international financial institutions is a merit. As gender equality is a priority for Sweden, an understanding of gender equality and gender mainstreaming as well as knowledge and experience in project management and monitoring is considered an asset.

Terms of employment

The employment is a full-time position with 37,5 working hours per week from Monday to Friday – on place at the Swedish Embassy in Kyiv. The successful candidate will be subject to a professional background check and satisfactory security clearance, with a probation period of three (3) calendar months. Staff recruited locally are subject to terms and conditions according to Ukrainian employment law and Swedish MFA guidance for local staff.

Benefits of the job include 28 vacation days, wellness grant, health insurance, the possibility to be eligible for Swedish pension after 5 years of working for the embassy and a “13th salary”.

Start date is middle of January (or according to agreement).

Application

Your application must include a CV and personal letter in which you briefly describe your interest in the vacant position. **For all applicants it is of utmost importance that you hold all relevant documents for employment under Ukrainian martial law, including the military book.** If you are not a Ukrainian citizen, you also need to show proof that you can work

legally in Ukraine. Only applications that meet these minimum requirements will be considered.

Please note that only short-listed candidates will be contacted.

Send your application no later than 5th of November via email to: jobb.kiev@gov.se. Enter **Ref UM2024/28563/KIEV/NPO** in the subject field of your email.

Questions

For questions regarding the position, please contact the Head of the Reform Department Adam Amberg at adam.amberg@gov.se.