



Ваш надежный помощник

Project coordinator for activities in Belarus

📍 Киев,

Компания: Friedrich-Ebert-Stiftung

Рубрики: [Наука, образование, переводы](#), [Работа за рубежом](#)

Пожелания к сотруднику

Образование: полное высшее
Опыт работы: желателен
График работы: полный рабочий день

Описание вакансии

Your role and tasks:

- - Coordination of programs with FES partners in Belarus and in the region
- - Planning, implementation and evaluation of project activities (national / international workshops, seminars, conferences, consultancies for policy and advocacy support, networking)
- - Strategic development of FES project activities in Belarus
- - Identifying new partners / project activities
- - Monitoring and analysis of political developments within Belarus and the region
- - Quality assurance evaluation of all activities, including reporting
- - Maintaining and enlarging contact to FES partners in Belarus (government, civil society, politics, media, academia)
- - Public representation of the FES; coordinating public outreach, incl. social media.
- - Preparation and review of project budgets and oversight of program logistics
- - Preparation of financial documents and procedures

What we expect:

- - MA degree (or equivalent) in Social Sciences (Politics, Economics, Sociology, International Relations) or related fields
- - Minimum of 5 years of working experiences in project planning, coordination and implementation. Experience with conceptualizing and conducting seminars/trainings is a plus.
- - Strong interest in socio-political developments in Belarus
- - Sound analytical skills, high interest in politics, familiarity with the values of social democracy
- - Pronounced political sensitivity and diplomatic talent
- - Excellent command of written and spoken Russian as well good command of English and/or German
- - Strong intercultural communication skills. Excellent organizational skills; demonstrated ability to multi-task and work with limited supervision
- - Ability to work in a team as well as independently
- - Proficiency in MS Word, MS Excel and other office software
- - Readiness to travel to Belarus frequently (1-2 times/month)
- - Ukrainian citizenship or willingness to stay in Ukraine permanently

What we offer:

- - Full time position (40h/week)
- - One year contract with the possibility of extension
- - Competitive salary including health insurance.
- - Friendly working environment and meaningful tasks

Are you interested?

Please send your application (cover letter, CV and relevant references in one document!) in **English or German** by Wednesday, 11th March 2020, to office@fes-dee.org. Please indicate "Job Application: Project Coordinator Belarus" in the subject line of your email.

Контактная информация

Телефон: +38 (044) 234-10-38

Контактное лицо: JuliaBlaesius

Сайт: <http://fes-dee.org/n/cms/>

Адрес: Київ, Пушкінська 34