



Ваш надійний помічник

Ukraine Project Manager for Learning, Acting and Building for Rehabilitation Systems (ReLAB-HS)

📍 Київ,

Компанія: Momentum Wheels for Humanity

Рубрики: [HR, управління персоналом](#)

Побажання до співробітника

Освіта: не має значення

Досвід роботи: від п'яти років

Опис вакансії

General Summary:

UCPW is seeking candidates for a Ukraine Project Manager for a new five-year USAID-funded project, **Learning, Acting and Building for Rehabilitation in Healthy Systems (ReLAB-HS)**. The ReLAB-HS Ukraine Project Manager will oversee ReLAB-HS operations and programmatic implementation in Ukraine. Only candidates with work authorization in Ukraine will be considered; relocation benefits will not be provided.

ReLAB-HS aims to support development of health systems that are responsive to the escalating challenge of addressing the growing needs for rehabilitation within populations. It seeks to co-design and implement innovative, comprehensive, cost-effective interventions that strengthen health systems for provision of rehabilitation including assistive technology. ReLAB-HS will focus on integrating rehabilitation and assistive technology services across all levels of care within health systems. The ReLAB-HS consortium comprises of six international partners with expertise in health systems, implementation science, and delivery innovations.

About UCP Wheels for Humanity:

Founded in 1996, UCP Wheels for Humanity (UCPW) increases access to mobility and improves quality of life for children and adults with physical disabilities in less-resourced countries. UCP Wheels makes strategic investments in communities by leveraging existing capacities and empowering local stakeholders. Based on the needs of each region in which we work, we offer one or more of our direct-service or capacity-building programs. For more information, visit ucpwheels.org

Specific Duties and Responsibilities:

The ReLAB-HS Ukraine Project Manager will be responsible for performing the following primary tasks:

1. Staff Management

- Oversee the recruitment and orientation of ReLAB-HS field staff in Ukraine in line with the project's staffing structure, including developing job descriptions, translating and posting job advertisements, shortlisting candidates, and scheduling and participating in interviews as requested
- Communicate new or modified staffing needs to UCPW HQ as needed
- Supervise and mentor finance and admin, programs, communications, and MEAL staff in Ukraine to ensure the timely implementation of program activities and accurate budget management, indicator tracking, and data management in line with project objectives and donor rules and regulations.
- Communicate clear expectations to direct reports, set performance objectives, and provide regular and timely performance feedback
- Mentor and supervise assigned staff; promote and monitor staff care and well-being
- Monitor adherence to UCPW's HR policies and procedures and issue updated guidance as relevant; ensure ongoing compliance with local employment and labor laws and donor rules and regulations

2. Project Management

- Oversee the implementation of ReLAB-HS activities in Ukraine, in close coordination with the Consortium Operations Director and relevant UCPW HQ staff, including national stakeholder engagement, formative assessments, collaborative service delivery model design, technical assistance, and ongoing capacity building

- Lead the ReLAB-HS field team in stakeholder engagement with the MOH and other actors as it relates to the development and integration of the AT service provision model and associated protocols
- Manage the project work plan in coordination with the Consortium Operations Director and UCPW Global Programs Manager to ensure that programming in Ukraine is on track with the project timeline and that field staff are aware of their tasks and responsibilities as they relate to the work plan; flag any implementation delays or work plan modifications that may be required
- Ensure that all project technical deliverables meet USAID branding requirements
- Lead field team in the development of inputs for annual work plan development

3. Budget Management and Operations

- Ensure ongoing compliance with regulations related to INGOs in Ukraine for the entirety of the project implementation period
- Ensure that all logistics and procurement activities are in compliance with UCPW and donor rules and regulations
- Manage expenditures and ensure that spending is in line with the project budget; oversee the preparation of inputs for financial reporting to HQ and the donor

4. Monitoring and Evaluation

- Work with the Consortium MEAL Coordinator and relevant UCPW HQ staff to apply and/or adapt project monitoring and data collection tools to activities in Ukraine
- Ensure that ongoing monitoring of progress and accurate data collection and knowledge management are being practiced regularly

5. Representation

- Foster and manage strong relationships and collaboration with national stakeholders in the government and the public and private sectors as relevant to the successful implementation of project activities
- Represent the ReLAB-HS project to consortium partners, NGOs, local authorities, government authorities, and donors as relevant

6. Reporting and Liaison

- Ensure the regular flow of communication and information between the field, consortium, and UCPW HQ teams
- Prepare quarterly narrative and financial reports and any other donor reports that are contractually obligated; provide information/responses to ad hoc reporting requests from donor, consortium lead, or UCPW HQ as needed
- Participate in UCPW and consortium ReLAB team meetings as relevant
- Proactively address national and global liaison bottlenecks and escalate issues as relevant

Minimum Qualifications (mandatory):

- At least 7 years' experience in senior management position in international development
- Advanced Degree in International Development, Public Health, Public Policy, or related field
- Experience managing large institutional grants
- Track record managing complex programs
- Outstanding written and oral communication skills in English
- Demonstrated technical expertise in project and budget management, including work plan development
- Strong human resources management, interpersonal, and leadership skills
- Proven ability to develop and manage stakeholder relationships
- Proven experience taking initiative in finding solutions to complex challenges
- Detail-oriented with excellent organizational, time management, and prioritization skills
- Proficiency in Microsoft Office suite, including Word, Excel and Outlook
- Willingness to travel domestically and internationally up to 25% of the time

Preferred Qualifications:

- Experience managing programs with a rehabilitation or assistive technology component
- Experience managing USAID-funded programs
- Familiarity with USAID regulations for grants (2 CFR 200; 2 CRF 700)
- Familiarity with national health systems for rehabilitation services

How to Apply

Please submit a cover letter and resume in English to careers@ucpwheels.org no later than December 31, 2020. Please include "Application for ReLAB-HS Ukraine Project Manager: YOUR NAME" in the subject line. Applications will be considered on a rolling basis.

UCP Wheels is an equal opportunity employer. We value a diverse workforce and an inclusive culture. UCP Wheels encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, age, national origin, marital status, citizenship, disability, or veteran status.