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Спеціаліст HR

📍 Київ, 🕒 20 жовтня 2025

Компанія: [Cowater International](https://jobs.ua/company/id/52163) (https://jobs.ua/company/id/52163) ([Bci вакансії](#))

Рубрики: [HR, управління персоналом](#)

Побажання до співробітника

Освіта: повна вища
Досвід роботи: від п'яти років
Графік роботи: повний робочий день

Опис вакансії

Position: HR Specialist

Location: Kyiv, Ukraine

Supervisor: Deputy Team Leader- Operations (DTL-O)

Description of Position: Under the supervision of the Deputy Team Leader for Operations, the HR Specialist will lead the human resource management and compliance functions for two Cowater projects in Ukraine, covering both short-term and long-term Ukrainian staff and consultants. The role is responsible for ensuring the smooth execution of all human resource activities, including recruitment, onboarding, approval processes, document collection and verification, recordkeeping, and reporting. The HR Specialist will collaborate closely with the Administrative and Logistics Officer and the Finance Manager to ensure effective coordination and proactive management of human resource operations. For recruitment-related activities, the HR Specialist will work under the guidance of the Team Leader of U-RESTORE and coordinate with relevant recruitment managers.

SUMMARY OF THE PROJECTS

1. **Ukraine Recovery Support for Transparency, Outreach, Resilience and Empowerment (U-RESTORE)** is a five-year initiative funded by Global Affairs Canada and implemented by Cowater International in partnership with Ukrainian civil society and academic institutions. The project aims to enhance the resilience of local communities, including women and groups in vulnerable situations, across 12 hromadas in two oblasts of government-controlled Ukraine by promoting inclusive and transparent recovery processes. U-RESTORE works to improve the effectiveness of national ministries and local governments in managing gender-responsive and inclusive recovery, while strengthening the role of civil society in holding public institutions accountable. The project encompasses the reconstruction of social infrastructure and the implementation of small-scale economic initiatives aligned with community priorities.
2. **The Support to Ukraine's National Museum of the Holodomor-Genocide** is a CA \$10 million project funded by Global Affairs Canada through its Peace and Stabilization Operations Program (PSOPs). The project aims to promote increased resilience and safeguarding of Ukrainian cultural heritage and identity in conflict recovery and prevention, while aligning with Canadian and Ukrainian diplomatic and public diplomacy efforts to counter Russian influence through education and information. The project has four major areas i) enhancing the capacity of the Museum to generate and utilize high-quality research on the Holodomor, ii) increasing the management capacity of the Museum including in alignment with principles of gender equality, inclusion and diversity, iii) strengthening the operational continuity and sustainability of the Museum; and iv) increasing understanding and awareness, particularly among the international community of the Holodomor genocide, including its gendered impacts.

Responsibilities:

- Human Resource Management
- Maintain proper human resource management process for the project, including recruitment, onboarding and offboarding, performance monitoring and review, and human resource issue management.
- Ensure proper document flow related to HR matters, including HR trackers and SharePoint documentation updates and maintenance.
- Keep employee records up to date, such as personnel forms, contracts, contract amendments, and ensure proper close-out of personnel files.

- Coordinate closely with Cowater International HQ, other Cowater projects in Ukraine, and the Cowater Security Manager.
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- **Recruitment and Onboarding**
- Lead recruitment activities such as assisting with the identification of potential candidates, posting job announcements, coordinating interviews, filing all interview records, processing selected candidates, and preparing labour agreements and local Independent Consultant agreements.
- Assist with the preparation of all personnel approvals and personnel-related deliverables, such as trip and assignment reports, working closely with administrative and finance staff.
- Lead the development of a pool of experts/database.
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- **Donor Compliance & Policy Implementation**
- Ensure strict adherence to Global Affairs Canada's requirements and Cowater International Inc.'s HR policies, procedures, and manuals are clearly communicated and understood by all staff.
- Develop and lead implementation of HR programs in employee relations, benefits administration, and staff welfare.
- Provide guidance to staff on HR-related queries and policy interpretations
- Support internal and external audits and implement corrective actions for any risks identified.
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- **Coordination with GDIP**
- Liaise with GDIP on all HR-related matters, including employment documentation, annual/sick/maternity leaves, and mobilization orders.
- Ensure accuracy and compliance with contractual terms.
- Support liaising with GDIP on matters related to short and long-term employees and documents, including annual/sick/maternity leaves, and mobilization orders, if any.
- Coordinate staff leave applications process and manage leaves of absence as per leave policy.
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- **Leave and Benefits Administration**
- Manage staff leave requests in accordance with the leave policy; maintain accurate leave records and approvals.
- Coordinate employee health insurance coverage in collaboration with the DTL-O and finance staff.
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- **Performance Management and Professional Development**
- Manage staff leave requests in accordance with the leave policy; maintain accurate leave records and approvals.
- Coordinate employee health insurance coverage in collaboration with the DTL-O and finance staff.
- Perform other duties as assigned by the DTL-O.

Requirements

Education:

Bachelor's degree in Human Resources Management, Psychology, or related field.

Experience:

- At least 5 years of progressively responsible experience in human resources management, preferably within donor-funded international development initiatives.
- Solid understanding of HR best practices, strong familiarity with Ukrainian labor legislation and experience with GDIP.
- Proven ability to build and maintain effective professional relationships across all organizational levels.
- Advanced computer proficiency, with strong digital literacy skills.
- Capable of working independently while effectively managing multiple priorities in a high-pressure, fast-paced environment; demonstrates sound professional judgment that upholds the project's reputation.
- Culturally sensitive and aware of the ethical and political dynamics involved in managing human resources.
- Skilled in handling sensitive matters with discretion and upholding strict confidentiality.
- Well-versed in Global Affairs Canada's compliance standards and reporting procedures will be an asset.
- Familiarity with gender-responsive budgeting and financial oversight of community-driven development initiatives is an asset.
- Commitment to human rights, gender equality, and social inclusion principles.
- Excellent communication, facilitation, and reporting skills.

Language Proficiency:

Candidates must possess an advanced professional proficiency in English and Ukrainian.

Employment Conditions:

The ideal candidate will be a Ukrainian national already living in/based in Kyiv or in Ukraine.

Application Process

Candidates are encouraged to apply as soon as possible as interviews will be carried out on a rolling basis. For your application to be considered, please share your documents as follows: Candidate Last Name, First Name, date, Title of the Position. Only applications including salary expectations will be considered.

Submission Deadline:

- Deadline: November 3, 2025, 23:59 (Kyiv time)

- Submit via: info@urestore-cowater.com
- Subject line: Candidate Last-First Name_Date_HR Specialist

We are dedicated to fostering an inclusive and diverse workplace. We particularly welcome and encourage applications from women, individuals from diverse backgrounds and diverse identities, and Ukrainian nationals to apply.

Cowater International is an equal opportunity employer, basing employment on merit and qualifications as they relate to professional experience and position expectations. Cowater does not discriminate against any employee or applicant on the basis of race, religion, sex, gender identity, disability, age, or any other basis protected by law.

We thank all applicants; however, only those shortlisted will be contacted.

About Us

Cowater International is a leading global development consulting company founded in 1985. Headquartered in Ottawa, Canada and with corporate hubs in Montreal, Canada, Brussels, Belgium, and London UK. Cowater International has successfully delivered a portfolio of over 2500 projects and assignments in more than 95 countries. We work with governments, private sector actors and communities implementing projects that support socio-economic development, institutional strengthening, environmental improvements and advance equal opportunities for all. We are a diverse and experienced team committed to building a better tomorrow for the people we serve. Our adaptive approach to management has led to our yearly award-winning work and recognition as one of Canada's Best Managed Companies since 2017.

We thank you for your interest in building a better tomorrow.

Контактна інформація

Контактна
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Сайт: urestore-cowater.com