



About Arbeiter-Samariter-Bund (ASB):

The **ASB** is a German aid and welfare organization working in areas such as rescue services, civil protection and social services. Since its foundation in 1888, the ASB has acted as a politically and denominationally independent association ensuring a high level of continuity and reliability. **ASB's Foreign Aid Department** provides people centred humanitarian response to alleviate human suffering and applies integrated approaches to welfare and to social and socio-economic development. ASB currently has a portfolio in more than 30 countries and offices in such as Armenia, Bosnia and Herzegovina, Georgia, Haiti, Indonesia, Iraq, Kosovo, Nicaragua, Niger, Serbia and Ukraine.

About ASB's Programme in Ukraine:

ASB has been implementing humanitarian interventions in **Ukraine** since the beginning of the conflict in 2014. Following the full-scale invasion in February 2022, ASB has increased the humanitarian operations to respond to multiple needs of the war-affected population in Ukraine. Together with our local partners, we are providing multi-sectoral humanitarian aid in the areas of basic needs, food security, hygiene, winterization, shelter, health and psychosocial support. In 2024, we are supporting Ukrainians with in kind assistance, cash components and social services worth more than 20 Mio. EURs. ASB has around 20 staff members in the main office in Kyiv and the field office in Lviv.

ASB is currently seeking expressions of interest from qualified and committed individuals for the following position:

Country Director (male/female/diverse)

The Country Director is responsible for the overall leadership, general supervision and strategic development of ASB's Country Programme in Ukraine. The Country Director reports to and is supervised by the Desk Officers based at ASB Headquarters in Cologne, Germany.

Duration: 12 months (possibility of extension)

Start: Earliest possible

Location: Kyiv with frequent travels to Lviv field office

Vacancy: National or International position

Salary: ASB offers a competitive salary commensurate with experience

Key responsibilities:

- **General Leadership and Management:** Provide strategic leadership, plan resources and operations. Promote team spirit, a culture of respect and learning and personal responsibility. Ensure a productive work environment and empower staff to meet the goals.
- **Project Management:** To supervise all projects and programs implemented by ASB and local partner organizations in Ukraine. This particularly concerns the achievement of project / program objectives and the timely development and submission of required project documentation including but not limited to fact-finding and assessment reports, project proposals, project reports and monitoring, evaluation, accountability and learning (MEAL) related documentation.
- **Programme Development / Fundraising:** Empower the Head of Programme to develop project concepts and proposals. To establish and maintain close working relationships with multilateral and bilateral donor agencies in order to raise funds for project activities in line with ASB's programmatic priorities.

- **Compliance:** To ensure that all personnel and projects adhere to ASB's internal strategies and policies, particularly ASB's Standard Operation Procedures (SOPs), Code of Conduct and Strategic Objectives of ASB Foreign Aid Department. To ensure compliance with donor regulations as well as with rules and regulations of the country in which projects are being implemented.
- **Representation:** To liaise and represent ASB towards the Government of Ukraine, UN agencies, the (I)NGO community, donor agencies, the media as well as other key stakeholders.
- **Partnerships & Alliances:** To maintain existing partnerships and alliances as well as build up new partnerships and alliances.
- **Financial Oversight:** To supervise financial management, including but not limited to country budget including all projects and programs as well as financial management systems to ensure full-compliance with ASB's as well as donor financial guidelines, procedures and policies.
- **Personnel Management:** To supervise recruitment and human resource management of all personnel employed by ASB Country Office Ukraine. This includes the direct line management of the senior management team to ensure that key matters regarding program, context, security and administration are regularly followed up.
- **Safety and Security:** Together with the Security Advisor in the Country Office ensure overall safety and security of personnel and assets.
- **Communication:** To ensure efficient internal communication at Country Office level, as well as between the two offices. And maintain regular and close communication with ASB's HQ in Cologne on all relevant matters.

Key Requirements:

- Relevant University Degree (degree in humanitarian studies / disaster risk management / development studies or similar is an advantage)
- Minimum eight years of relevant work experience including at senior management level
- Profound experience in key working areas such as Humanitarian Assistance, Socio-Economic Development, Social Inclusion
- Collaborative and supportive leadership style / leadership by example
- Experienced in liaison/lobbying/advocacy with key stakeholders
- Strong proposal development skills
- Proficient knowledge in budget development / budget management as well as administration and logistics
- Experience with international donor agencies such as German Federal Foreign Office, German Ministry of Economic Cooperation and Development, European Commission, Country Based Pooled Funds, or others
- Understanding of humanitarian principles (Core Humanitarian Standards, Sphere Minimum Standards, etc.)
- Strong communication skills, with excellent written and spoken English & Ukrainian or Russian
- Strong analytical, problem solving and organizational skills
- Willingness to travel and readiness to work under challenging circumstances
- The ability to inspire and work independently
- MS Office proficiency

ASB Offers:

- A competitive salary based on experience and ASB's salary scale
- An interesting and challenging position with an opportunity to make a difference
- Health and accident insurance
- Opportunities of learning, trainings and capacity development
- 30 days of paid annual leave
- R&R after every 3 months including 850 EURs lump sum payment
- Coverage of visa and vaccination costs

ASB is an equal opportunities employer. Qualified individuals with disabilities are encouraged to apply.

Qualified applicants should submit:

- a Letter of Motivation (max. 2 pages) specifically addressing the above job description and requirements as well as mentioning salary expectations (in EUR)
- a CV (max. 2 pages)
- contacts for 2 recent professional references.

Applications must be sent as a single document by e-mail to:

application-ahi@asb.de

Subject line: "Country Director Ukraine"

Only electronic applications accepted.

Only short-listed candidates will be contacted.

Closing date: Sunday, 12 May 2024

Website ASB Germany: <http://www.asb.de/en>

Activities of ASB foreign aid in Ukraine:

<https://www.asb.de/unsere-angebote/auslandshilfe/laender/ukraine>