
Vacancy Notices (April 2024)

From May/June 2024, Pro NGO! e.V. will start the projects

- ***Empower Engage Educate Media Pluralism Drive***

(The project aims to bolster media literacy and counter disinformation in 3 oblasts in Ukraine. It plans to conduct two media literacy workshops, initiate a Youth Ambassador Programme, conduct six media literacy training sessions for the students at vocational colleges, award 10 mini-grants for local campaigns, and establish Local Media Watch Groups)

- ***Future Leaders in EU Integration***

(The project aims at fostering democratic values and facilitating Ukraine's integration into the European Union, focusing on rural areas through educational outreach. Activities include 9 offline training sessions, 15 mini-grants for youth campaigns, 6 online workshops with German counterparts, and a broad social media campaign reaching 500,000 people)

The projects will be carried out in cooperation with the Ukrainian organisation Egalite International and will run until 31.12.2024.

All project activities will take place in Ukraine, international experts will be connected online (there are currently no plans for international team members to travel to Ukraine).

The international team will be composed of:

1) Teamleader (international project coordinator)

Your tasks will include:

- Contract management with contracting authority (Ministry of Foreign Affairs)
- Overall management and coordination of the project
- Supervision of procurements, planning and implementation of activities
- Preparation of necessary project documentation and timely submission to Contracting Authority and fiscal authorities
- Financial management (incl. expenditure control of project funds passed on to local partners)
- Representing Pro NGO!, incl. participation in selected project components (meetings with stakeholders, training and PR events, etc.)

What you should bring for this job:

- Availability from May 2024
- At least 10-year experience in the implementation of international projects in the non-profit sector (PCM and finance and administrative management)
- Knowledge of the project region
- High capacities in management and motivation of multinational teams
- Strong experience in awareness raising and advocacy of managed projects and working with various counterparts (donor organisations/contracting authorities, ministries, partners, local stakeholders and media)
- Language skills (German – native / English – good)

The scope of work is 8 days/month with a daily rate of 360,- € (gross).

2) Finance manager (bookkeeper)

Your tasks will include:

- Financial management & accounting for Pro NGO!
- Consulting services for the local project partner organisation (conducting regular coordination meetings with international and local project teams on financial issues)
- Preparation of interim and final financial reports to the contracting authority

What you should bring for this job:

- Availability from May 2024
- Knowledge of accounting software (Lexware)
- Experience in the implementation of international projects in the non-profit sector
- Knowledge of the project region
- Language skills (German – native / English - good)

The scope of work is about 3 days/month with a daily rate of 360,- € (gross).

3) PR & Communications Manager

Your tasks will include:

- Coordination of press and public relations work for Pro NGO! (i.e. articles for media and own website)
- Consulting services for the local partner organisation regarding media and public relations
- Development of information and seminar materials
- Co-organisation of workshops (incl. moderation)
- Selection and preparation of international expert speakers
- Implementation of training on various topics (i.e. "story-telling")

What you should bring for this job:

- Availability from May 2024
- At least 10 years of experience in PR, visibility and awareness projects (as moderator, journalist, trainer etc.), preferable experience in projects of non-profit organisations
- Knowledge of the project region
- Language skills (German – native / English - good)

The scope of work is about 27 days with a daily rate of 360,- € (gross).

4) International trainer team

The projects foresee a series of workshops involving international experts from a wide range of disciplines and areas of expertise (approx. 100 days), including such topics as

- democratic change and European integration efforts
- anti-corruption
- improving media literacy
- strengthening social resilience

A more detailed selection of topics will be agreed with the project partners at the start of the project.

What you should bring for this job:

- long-experience in delivery of online-training
- participation in (online) coordination meetings with the organisers before the workshops
- early submission of training materials to ensure timely translation
- good language skills (workshop language is Ukrainian-English, with translators)

We can offer 360,- € per day (gross).

If you are interested in working with us, please inform us by email by 27 February 2024 at the latest (please attach your current CV)!

Pro NGO! e.V. - recruitment
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51069 Cologne, Germany
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Email: recruitment@pro-ngo.org

We will be holding an information event for interested parties on 27 April 2024 from 5pm (Germany), please use the below zoom link to join:

<https://us06web.zoom.us/j/82513719457?pwd=L6dNRbMt4ycJm41q3e1HTjcgamINy1.1>