

Organization Name: SOLETERRE ETS

Position: HEAD OF MISSION

Location: UKRAINE

Vacancy Deadline: 31-08-2025

Function:

The Head of Mission will work at Soleterre's office in Ukraine and will be responsible for the representation and management of Soleterre's branch in the country.

Reports to:

Emergency Department Coordinator

Responsibilities:

- Supervise ongoing project implementation.
- Oversee the drafting of documents related to project execution (periodic operational plans and any updates or extensions, interim and final reports and financial statements, requests for changes to donors, outreach materials).
- Supervise administrative and financial management of the program and individual projects, including financial reports, audits, identification of financial needs for project execution, and planning of fund requests from HQ.
- Support monitoring and evaluation of project/program activities, in line with Soleterre's tools, to ensure achievement of project and strategic program goals.
- Support identification of new funding opportunities; ensure project design aligns with country strategy and in coordination with reference coordinators.
- Represent Soleterre to local authorities and institutions, diplomatic bodies, and international agencies present in the country; ensure participation in existing national institutional coordination frameworks; manage relationships with local donors and partners.
- Coordinate, implement, and update Soleterre's country strategy in close collaboration with reference coordinators.
- Provide input for assessing country security levels and ensure safety plans and systems are up to date.
- Manage expatriate and local Soleterre staff and assess performance. Specifically:
 - Identify staffing needs and manage contracts in coordination with the Human Resources Department.
 - Coordinate personnel, supporting role assignment, training, professional development, and accountability.
 - Supervise, motivate, and evaluate staff, fostering team cohesion.
- Collaborate with the HQ Communications and Fundraising Department on campaigns and information, communication, education, and awareness activities, in compliance with Soleterre's Code of Ethics.

Requirements:

- Education: Degree in social sciences, humanities, international relations, or related fields.
- Minimum 2 years of relevant experience in emergency and/or development project management.
- Strong analytical, observational, and document drafting skills.
- Experience in writing and managing projects funded by the EU, UN agencies, AICS, and other national/international donors.
- Knowledge of tools for monitoring, administration, and accounting of international cooperation projects.
- Experience in human resources management.
- Ability to coordinate remote work in complex contexts.
- Strong interpersonal skills, including with institutional stakeholders.
- Teamwork and stress management skills.
- Excellent communication skills.
- Languages: excellent written and spoken English. Knowledge of Italian, Russian, or Ukrainian is an asset.
- Proficiency in MS Office (Word, Excel, Outlook).
- Ability to act with confidentiality, tact, and diplomacy.

How to Apply:

Send your CV and cover letter to **risorseumane@soleterre.org**, specifying **HOM_UKR-25** in the subject line by **August 31, 2025**.

Applications will be reviewed on a rolling basis until the position is filled.

Only pre-selected candidates will be contacted for interviews.

The selection process respects the principle of equal opportunities (Law 903/77).