

Terms of Reference

PROJECT MANAGER

Organization: SOLETERRE ETS

Position: Project Manager

Location: UKRAINE – Based in Kyiv with frequent travel to project areas

Contract Duration: 11 months

Reporting to: Head of Mission – Ukraine

Supervises:

Technical Rehabilitation Experts (2)

MEAL Officer (1)

Technical field team (6)

Application Deadline: December 31, 2025

Project Background

Ukraine's paediatric rehabilitation system faces critical gaps due to the ongoing conflict: workforce shortages, uneven geographic coverage, limited equipment, and inconsistent implementation of multidisciplinary rehabilitation pathways. The project seeks to strengthen preparedness, quality, and continuity of paediatric rehabilitation services in 10 health facilities through capacity building, mentorship, data collection, caregiver engagement, and collaboration with national Centers of Excellence.

Main Responsibilities

The PM is responsible for the overall management of the project, including strategic planning, operational implementation, stakeholder coordination, financial oversight, reporting, safeguarding, and risk management. The PM ensures the timely implementation of the project activities in accordance with UNICEF standards, Soleterre principles, and the Ukrainian institutional context.

Project Management and Operations:

- Ensuring timely implementation of project activities in line with proposal targets, budget and work-plan;
- Prepare, manage and regularly update the project activities work plan and related financial plan in coordination with the Finance Officer and HoM, ensuring timely and quality implementation in compliance with the defined project strategy, as well as Soleterre and donor guidelines;
- Ensure adherence of project activities to the relevant SOPs with the support of the project team;
- Review weekly and monthly planning of project activities;
- Undertaking regular field visits to provide guidance and supervision as well as conduct regular monitoring on the progress of activities;
- Undertaking assessment of project needs and gaps in anticipation of potential changes in the strategy and implementation of the project;
- Coordinating with logistics, administration and finance staff for funding and support of operations ensuring cost efficiency and accountability in compliance with Soleterre and donor regulations and procedures;
- Oversee all project operations, logistics and procurement, as well as financial indicators, to ensure efficiency and to identify deviations and their causes in a timely manner;
- Continuously monitors the financial control of expenditures, in coordination with the Finance Officer;
- Supervising the use and keep updated records of the project resources;

- Maintaining updated data on achievements through different off-line and on-line tools and platforms;
- Prepare and monitor the PR requests;
- Oversee the project database to ensure timely updated inputs and adherence to SOPs;
- Maintain an organized schedule, timely response to requests by donor and management done in person or by e-mail, address requests according to set deadlines;
- Periodically updating the context specific project situation analysis and informing/discussing with relevant colleagues accordingly;
- Continuously assess, analyze and evaluate the impact of the project activities and the needs of the targeted populations in the project areas, periodically update the situation analysis
- Working closely and proactively engage with relevant colleagues in ensuring the integration of Protection Mainstreaming principles into activities;
- Leads and supervises the implementation, monitoring and evaluation of the project in collaboration with the team, collecting information and comparing it with objectives, schedule to monitor progression and detect deviations early and propose adjustments if necessary;
- Ensuring an appropriate filing system for project related documentation is in place for project compliance and donor audits;
- Regularly updates the Drive;
- Ensuring lessons learnt are documented and best practices are capitalized, while providing relevant feedback for new project development;
- Monitors the risks and threats around the project, documenting the situation and analyzing the consequences of ongoing policy decisions or negotiations, to witness and advocate the needs of the population.

Monitoring and Reporting:

- Ensures that data collection and reports are submitted accurately and timely for all activities;
- Revising technical reports and collaborate with MEAL Officer for improvements;
- Preparing narrative activity and donor reports according to Soleterre and donor requirements;
- Collaborate with the MEAL Officer in order to ensure quality standards of implementation and collect/process feedback and complaints from beneficiaries;
- Contribute to quality reporting through trends analysis;

Coordination and representation:

- Conducting regular meetings with donor representatives and facilitate field visits as needed;
- Establishing and maintaining regular and collaborative relations with relevant stakeholders (partners, donors, other organizations, local authorities and institutions);
- Proactively participate and represent Soleterre in relevant working groups and relevant inter-sectorial coordination meetings at field level to contribute in the development of guidelines, standards, tools and strategies at the regional level;
- Proactively engage in bi-lateral meetings with other INGOs and NGOs active in relevant geographical areas to avoid duplication, ensure coordination and referral and work for complementary efforts;

Human resources:

- Leading recruitment and selection of project staff;
- Coordinating and supervising project staff and evaluating their performances;
- Training project staff on projects guiding principles underlying the response approach and ensure that staff has access to external trainings, including protection mainstreaming;
- Planning for a Capacity Building schedule, with clear timelines, steps to be undertaken and goals to be reached to capacitate field project staff;

- Facilitating the creation of an enabling and productive working environment through internal communication and coordination at field level;
- Maintaining and supporting positive team communication and dynamics by organizing regular project management meetings, team debriefing meetings, maintaining strict collaboration with support departments;
- Ensuring that the project staff respect Soleterre rules and regulations and adhere to Soleterre Values and Code of Ethics.

Requirements

- University degree in social sciences, international relations, public health management, international cooperation, or related fields.
- Minimum 3 years of experience in managing complex projects in emergency or international cooperation contexts.
- Preferred: experience in the health or rehabilitation sector, particularly in paediatric or disability-focused programs.
- Strong understanding of institutional donor requirements, preferably with UNICEF or UN agencies.
- Proven skills in planning, monitoring, budgeting, and financial reporting.
- Excellent leadership and ability to manage multidisciplinary teams.
- Fluent in English (spoken and written). Knowledge of Ukrainian or Russian is a strong asset.
- Flexibility and adaptability in complex and rapidly evolving contexts.
- Strong interpersonal and negotiation skills.
- Initiative and results-oriented mindset.
- Ability to work under pressure and meet tight deadlines.

Contract Conditions

- Fixed-term contract
- Accommodation, health insurance, and R&R provided during assignment
- Salary commensurate with experience and profile

How to Apply:

Send your CV and cover letter to risorseumane@soleterre.org, specifying **PM_UNI_UKR-26** in the subject line by **December 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).