

### Basic details of job

Job title: **Project Officer for the Dnipro Development Initiative (Economic Affairs Section)**

Unit/mission: **the Netherlands Embassy in Kyiv, Ukraine.**

Job level: **07**

Number of hours: **20**

Period: 1 April – 1 November 2017

### General features of job

The Netherlands Embassy in Kyiv has a vacancy for a project officer to work on the Dnipro Development Initiative. The DDI is a partnership between the Ukrainian government and donors, in which the Netherlands provides its unique expertise in the Water sector.

This expertise will help to develop projects that can be financed by International Financial Institutions (IFI's) like the World Bank, EIB and EBRD, and businesses through Public Private Partnerships (PPP). The European Union is also a partner in the innovation of the governance of waterway management.

The Project officer will need to:

- Assess and fulfill the needs of the DDI partners, both private and public, like collecting information for experts and keep all partners up to date.
- is accountable to the head of section for helping to provide and gather information and providing logistic clerical support.

### Possible duties

- Helping to provide information and build a network on the relevant field of work by:
  - Answering questions by letter, telephone and e-mail.
  - Preparing and taking part in presentations at exhibitions and fairs.
  - Making proposals on target groups to be reached, information to be provided and the most appropriate means of information.
  - Monitoring developments in the area of interest.
- Assess and fulfill the needs of the DDI partners, both private and public.
  - collecting information for experts and keep all partners up to date.
  - Maintain contact with the partners.
- Providing logistic clerical support in organizing events and activities by the embassy. Organising and preparing a variety of different meetings, ensuring that meeting documents are complete, appending relevant background information, drawing attention to matters requiring particular attention, keeping minutes, drawing up reports and monitoring the progress and fulfilment of arrangements made and decisions taken.

### Actual duties (to be completed by mission)

#### DUTIES AND RESULT AREAS

Description of duties:

- Set up a stakeholder overview/client management system by organising and structuring the different contacts within the DDI project.
- Update the website and other communication tools.
- Organize the DDI event in June with all relevant stakeholders.

Description of result areas:

- The June event is a small conference consisting of presentations of research reports and a networking reception.
- The contact management system should be easy to use and up to date.
- The website should be up to date and new communication tools used, develop contacts with trade magazines and media. Develop output.

## WORKING ENVIRONMENT

Because of the changes at the Embassy (modern diplomacy), we expect active and creative input with regard to the further organisational, secretarial and administrative tasks. Quality and integrity have priority and the interest of the internal (embassy) and external clients (creditors and network) comes first. The embassy functions as one-team. This requires flexibility, imagination and inventiveness.

Embassy of the Kingdom of the Netherlands is situated in Kiev, Kontraktova Ploshcha 7. The Embassy currently employs 33 employees out of which 12 diplomats.

The EA team consists of two Dutch diplomats and two Ukrainian Economic Policy Officers. The deputy head of economic affairs and the senior economic policy officer will be the main colleagues working on the DDI.

## JOB REQUIREMENTS

Knowledge and areas of experience:

- Knowledge and network of Ukrainian business environment, IFI's and government, preferably in the water infrastructure sector.
- Experience in organizing events.
- Experience in structuring and setting up a database as a client management system.
- Fluent in Ukrainian, Russian and English language.

The candidate has analytical skills and is not afraid to take initiative. He/she is a networker who can work independently in a team.

## Knowledge and skills

**Level of education:** higher professional level, MA degree

**Level of experience:** some relevant experience required

- Knowledge of new and traditional methods of information.
- Knowledge of the rules, regulations and developments in the Inland Waterway sector.
- Skill in external communication, both orally and in writing.

## Contacts

- With the DDI partners, to respond to information needs and answer specific questions.
- With other staff, to provide information about new regulations and changes to existing ones.
- With external parties, to coordinate and exchange information on DDI and different activities within the project.

