



Job Title: Country Director – CARE Ukraine

Supervisor: Team Lead – Country Office Management Team, CARE Germany

Location: Kyiv, Ukraine with frequent field travel

Contract Duration: 2 Years with possible extension.

CARE INTERNATIONAL

CARE International (CI) is among the world's largest international non-governmental humanitarian relief and development confederations. Drawing on more than 75 years of experience, through its 21 Members, as both a practitioner and thought leader, CI's work reaches over 100 countries worldwide to save lives, defeat poverty and achieve social justice.

CARE's vision is to seek a world of hope, inclusion, and social justice; where poverty has been overcome and people live in dignity and security. CARE focuses heavily on women and girls, and the areas of gender equality, diversity, and inclusion are at the center of our work because we know that we cannot overcome poverty and social injustice until all people have equal rights and opportunities. We recognize that power relations between people and within systems and structures are unequal and that these are entrenched in our broader systems, structures, and institutions.

At the core of the CI Confederation is a globally distributed Secretariat, which provides coordination and support to its Members in areas including governance, strategic planning, communications, membership development and accountability, advocacy, humanitarian response, and program development. In addition, the Secretariat represents the CI Confederation at the United Nations and the European Union, and with other external stakeholders.

Context in Ukraine

On 24th February 2022, Russia's invasion of Ukraine marked a significant escalation to the conflict that started in 2014. It continues to profoundly impact the lives of people across the



country at various levels. The front line is continuously shifting and there are areas controlled by Russian forces as well as cities under siege. Aerial attacks on military installations and critical civilian infrastructures are conducted in the whole territory of Ukraine, often resulting in collateral civilian casualties. The conflict has caused the largest population movement in Europe since World War II, with 6.24 million displaced within Ukraine and 7.68 million refugees having fled to neighboring countries. By October 26, OCHA had counted 17.7 million people in need of humanitarian assistance.

Amid the upcoming winter, which is anticipated to be the worst in decades, at least one-third of the country's energy infrastructure is damaged, leaving millions without heating and access to water. In October, the Russian Federation claimed to have annexed four Ukrainian oblasts, further increasing the challenge of access to these areas. Therefore, in addition to preparing the population for the approaching winter, an ongoing priority for the international humanitarian response is to secure access to recently liberated and recaptured areas in the East and to provide aid to previously unreachable and particularly hard-hit areas of Ukraine.

CARE UKRAINE

As a new actor in Ukraine, CARE prioritizes a locally led response and is partnering primarily with Civil-Society Organizations (CSOs), National NGOs, local authorities, and when needed, INGOs with a longstanding presence in the country and access to hard-to-reach areas. CARE Ukraine deliberately and strategically prioritizes partnerships with local and national Women Led and Women Rights organizations (WLO's/ WRO's), further strengthening the Gender in Emergencies (GiE) principle and the Women Lead in Emergencies (WLiE) approach.

In the first few weeks after the escalation of the war, virtually all humanitarian aid inside Ukraine was organized and implemented by local actors. These groups (together with local authorities) remain the principal aid providers but are quickly being exhausted of funds, fuel, and physical energy. Thereby, a considerable proportion of CARE's resources is dedicated to strengthening and supporting the capacities of local partners.

As of November 2022, CARE Ukraine has established partnerships with twelve local/national organizations (incl. four WLO's/WRO's) and five international NGOs. From the more than 28 million that have been raised for Ukraine thus far, more than half is allocated to local/national



partners. Through the activities that have been implemented so far, CARE Ukraine has been able to reach 550,030 people, including IDPs and affected populations in hard-to-reach areas.

While CARE Ukraine's office is currently located in Lviv, we are continuously working on strategically expanding CARE's presence and reach with plans to open an office in Kyiv as well as field offices in Dnipro and Odessa, covering both the East and South of the country

Position Summary

Reporting to CARE Germany's Country Office Management Team Lead, the Country Director provides effective leadership and management to CARE staff and other stakeholders to undertake CARE's role in providing humanitarian assistance and development programming in Ukraine, consistent with CARE's Vision, Mission and Focus.

The Country Director has overall responsibility and leadership to ensure the relevance, impact and cost-effectiveness of CARE's presence in Ukraine. S/he represents CARE in the country, guiding a relevant program strategy development and implementation, ensuring effective humanitarian capacity and timely response, leading operational planning, and overseeing financial, operations and human resource management, including the safety and security of all CARE staff and visitors in Ukraine.

Responsibilities and tasks

Representation, Relationships, Fundraising and Advocacy

- The Country Director is the representative of CARE in Ukraine and represents CARE to all parties including the Government of Ukraine, local authorities at various levels, donors, civil society and other organisations.
- Ensure that CARE has an appropriate legal basis for CARE's presence in Ukraine consistent with internal standards and program related agreements with the relevant government authorities.



- Maintain relationships with key stakeholders (civil society, government, donors, etc) so that they understand and seek the value of CARE's contribution to development and humanitarian fora as a valuable source of experience and as a preferred partner.
- Develop and strengthen relationships with key institutional donors and contribute to developing successful funding proposals to build a healthy funding pipeline for CARE in Ukraine.
- Advocate with key stakeholders to positively influence decisions and conditions affecting the humanitarian situation and the position of women and girls, as well as CARE's ability to implement its programs.
- Ensure that the image of CARE in Ukraine is consistent with CARE's Mission, Vision and Focus and protects CARE's interests and assets.
- Encourage and facilitate the engagement of all interested CARE Members in all aspects of CARE's program in Ukraine including engagement in planning processes, securing donor funding, maintaining project management and supporting CARE Member media and communications.

Program Development and Implementation

- Guided by CARE's program strategy, needs of affected population, donor and host government priorities, ensure that CARE has a coherent, documented and understood strategy which clearly sets out how CARE will fulfil its mandate in Ukraine
- Ensure that CARE's programs in Ukraine meet the objectives of the strategy and CARE is able to demonstrate the impact of its work through regular reporting of robust evidence.
- Provide support and guidance to the CO program staff in the identification, development and design of programs and projects consistent with CARE's program strategy in Ukraine
- Develop value-adding partnerships that are complementary to CARE's activities and competencies, increase the effectiveness and impact of mutually agreed objectives and are consistent with CARE's approaches to partnership and global commitments.
- Identify and secure program and project funding consistent with CARE's program strategy in Ukraine through CARE Members, bilateral and multilateral donors and non-traditional sources.



- Ensure excellence in programming through the application of best programming practices, sound technical approaches, and good practice monitoring, evaluation and learning and develop a robust evidence base to demonstrate impact and inform policy engagement.
- Ensure CARE's full compliance with donor contractual requirements
- Ensure effective project implementation monitoring and evaluation that allows for accurate donor reporting, timely course corrections, and learning and innovation.

Emergency Preparedness & Response

- Ensure that CARE in Ukraine maintains a high level of response structure and resources to respond effectively to the ongoing humanitarian emergency and future developments as required
- Ensure that the Country Office emergency preparedness plan is current and reviewed regularly in collaboration with CARE stakeholders and in-country partners

Safety and Security

The Country Director has primary responsibility for the safety and security of all CARE staff and visitors in-country and to safeguard all organisational assets and operations. The Country Director will:

- Promote a safe and secure work environment, foster a safety and security culture and ensure consistent application of CARE safety and security policies and procedures.
- Consult with the CARE Germany security manager and relevant internal and external stakeholders as required in the event of any major safety or security-related matter.
- Lead the Crisis Management Team in Ukraine under the direction of CARE Germany's security manager and oversee the CO's overall response in critical incident situations, liaising with Country Governments, CARE senior management, donors and media.

Country Office Strategic and Operational Planning and Implementation

- Undertake periodic review to ensure that CARE's type of presence Ukraine is appropriate for the program strategy including humanitarian mandate, operating



environment and funding base and enables CARE to achieve maximum impact at minimum cost.

- Establish and maintain an effective management structure in the country that is documented and identifies responsibilities and accountabilities, includes appropriate engagement of stakeholders in decision-making and has systems for internal communication
- Maintain the operational planning cycle, such as Annual Operating Plans, consistent with CARE standards.
- Maintain all reporting requirements to host government, development stakeholders, CARE Members and line management.

Country Office Financial, Budget and Administration Management

- Ensure the development of the CO's annual budget as per CARE policies and procedures;
- Ensure the financial viability of the CO to ensure that project budgets are able to cover the running costs of the CO in a sustainable manner
- Monitor and analyze the CO cost structure, particularly in anticipation of changes in the program portfolio and donor priorities
- Ensure that the CO performance and audit results are satisfactory, recommendations from previous evaluations and audits are addressed and show an overall improving trend;
- Ensure that a risk register is established and maintained and issues acted upon in a timely manner;
- Ensure compliance with CARE Member financial policies and procedures including internal controls and reporting requirements;
- Ensure compliance with all legal, contractual and statutory requirements.

Human Resources Development and Management

- Responsible for the overall performance and management of the CARE workforce in Ukraine;
- Ensure that personnel working in CARE Ukraine are managed in accordance with the relevant CARE HR policies and practices.



- Ensure that personnel management systems, policies and practices are documented including staff orientation and induction, safety and security, work plans and performance appraisal, managing poor performance and misconduct; and are adhered to by staff.
- Ensure that HR policies and procedures are established in accordance with host country laws and legislation and reviewed on a regular basis
- Promote staff development and the maximization of local talent, through coaching and mentoring, talent management, succession planning and active career development.

Communication, information and public relations

- Liaise with the CARE Germany and members to publicise the work of CARE in Ukraine
- Provide information for Fundraising and Communication Departments of CARE Members.
- Engage with national and international media and seek opportunities for publicising CARE's work in Ukraine.

Qualifications

Education & Training

- Appropriate educational background and qualifications commensurate with the seniority of the position with higher education in a relevant discipline
- Minimum of ten years of experience working with international NGOs in development and humanitarian assistance;
- At least five years of successful experience at the senior management level in complex humanitarian crisis settings
- Solid understanding of financial and budget management, and of best practice programming;
- Proven abilities in decision-making and problem-solving including in dynamic and security sensitive contexts;

Language competency

- Fluency in English (speaking, reading and writing) is essential;
- Ukrainian or Russian language skills will be considered an asset.



Key Competencies

- Visibly and consistently demonstrate high standards for CARE's core values.
- Demonstrated leadership and management competence at a senior executive level in a highly complex and fast pace environment;
- Demonstrated ability to work independently, team player, creativity, appreciation of efficiency, highly organized, ability to handle detail concurrent with strategic issues, and reverence of deadlines and time obligations,
- Demonstrate awareness and sensitivity to gender and diversity.
- Experience leading an organization through organizational and structural change
- Demonstrated experience, patience and the ability to work in diverse, cultural contexts in a culturally appropriate manner.
- Capacity to make accurate self-assessment particularly in high stress situations.
- Excellent communication skills, ability to work under stress, patience, multi-tasking and problem solving skills; and positive attitude.
- Health condition allowing travel and work in an active armed conflict zone with limited medical care

Accountability within CARE

A commitment to CARE's values and integrity framework is critical to working with CARE. Any candidate offered a job with CARE will be expected to adhere to the following key areas of accountability:

- Comply with CARE's policies and procedures as well as with international standards and best practices with respect to safeguarding, code of conduct, health and safety, confidentiality, do no harm principles and unacceptable behaviour protocols.
- Report any concerns about the welfare of a child or vulnerable adult or any wrongdoings within our programming area.
- Report any concerns about inappropriate behaviour of a CARE staff or partner

Safeguarding

Children and vulnerable adults who come into contact with CARE as a result of our activities must be safeguarded to the maximum possible extent from deliberate or inadvertent actions and failings that place them at risk of abuse, sexual exploitation, injury, and any other harm.



One of the ways that CARE shows this on-going commitment to safeguarding is to include rigorous background and reference checks in the selection process for all candidates.