

Amnesty International Ukraine

National Office Director Job Description

JOB TITLE: Amnesty International Ukraine National Office Director

DEPARTMENT: Amnesty International Ukraine

JOB PURPOSE:

The Amnesty International (AI) Ukraine Director is responsible for developing, coordinating and implementing strategies, budgets and operational plans towards the re-establishment, stabilization and re-building of Amnesty International Ukraine. The Director is accountable for strategy, management of staff, resources, security and operations ensuring the application of AI policy and quality standards and providing political advice for AI's work on Ukraine. The Director is also responsible for national relationships and Amnesty International's profile in Ukraine and within the Amnesty International movement. The Director will represent AI at a senior level in and out-of-country.

WORKING RELATIONSHIPS:

Reporting to: Regional Director, Eastern Europe and Central Asia Regional Office (RD EECARO)

Posts that this job manages: The Director will be responsible for the direct line management of (at present) six AI Ukraine staff currently located across three Amnesty International entities in Europe, and future staff to be recruited.

Other key relationships: The Director represents AI Ukraine in public, including IGOs, media, partner NGOs, and rights-holders and promotes strategic collaboration and partnerships with relevant stakeholders.

The post holder also works in close collaboration with:

- Relevant colleagues in the Eastern Europe and Central Asia Regional Office
- Regional Capacity Building Coordinator
- Relevant colleagues in the wider, global International Secretariat and colleagues of AI in Sections around the world

LOCATION:

Flexible with strong preference for Ukraine or European Region.

MAIN RESPONSIBILITIES:

The Director is responsible for the following tasks:

Organisational management and leadership

1. Re-establish, stabilize and re-build the AI Ukraine team and operations including supporting wellbeing and duty of care, and guiding the roles and responsibilities of AI Ukraine staff.
2. Manage the performance of staff and consultants, to ensure that impact-oriented operational plans are delivered on time to a high standard and in compliance with AI Global People Management Standard, AI Ukraine Staff Terms and Conditions of Employment, related policies and local employment law.
3. Develop and monitor budgets and provide internal and external reports on budgets and financial issues in line with the Financial Policy of AI Ukraine and manage the annual audit of financial accounts in compliance with local regulations to ensure that operational plans are delivered in line with approved budgets and sound financial accountability.
4. Maintain quality control systems to ensure that activities of AI Ukraine meet the organizational standards of timeliness, accuracy, consistency, balance, independence and impartiality; and that standards are consistent with AI's Quality Assurance Framework. Ensure timely reporting against key performance indicators of the entity.
5. Establish effective working relationships with the AI movement, participating in periodic meetings (e.g., Global Assembly, Chairs Assembly & Directors Forum) organized by the Global Movement.
6. Promote a culture of engagement across the movement to model One Amnesty and its benefits.

Programme activities:

1. Lead the implementation of the agreed operational plan in-country and out-of-country to guide the strategic priorities of AI Ukraine.
2. Maintain an overview of the political situation and other relevant developments around civil society and human rights in Ukraine to propose strategic opportunities for AI to re-consolidate its pre-eminent position in the field of human rights in-country.
3. Maintain an overview of the communication, advocacy, campaigning and organising initiatives of AI Ukraine staff.

Media and representation of the Amnesty International within Ukraine:

1. Re-build and maintain effective working relationships with key external stakeholders including partner organizations, networks, coalitions, and key internal stakeholders to identify and take advantage of opportunities for cooperation, collaboration and information sharing to increase the impact and influence of AI Ukraine work.
2. Build relationships with partner organizations, the media and global sections to maximise the influence of their international solidarity work.
3. Represent AI Ukraine at public events, to NGOs, the media and international organizations to re-build its profile with stakeholders inside and outside Ukraine and to deliver impact in compliance with AI's mission and strategy in Ukraine.

This Job Description may be amended or added to from time to time. Any amendment, addition, deletion or other change will be done following consultation with the post-holder and will be confirmed in writing.

SKILLS AND EXPERIENCE

SKILLS AND EXPERIENCE	DESCRIPTION
KNOWLEDGE	<ol style="list-style-type: none">1. Commitment to and substantial knowledge of the human rights, political, economic and social situation and trends in Ukraine and the Eastern Europe and Central Asia region. Experience of working in a conflict environment.2. Demonstrated understanding of the challenges around developing activist organizations in Ukraine, and within its civil society landscape.
SKILLS	<ol style="list-style-type: none">1. Exemplary communication skills, both oral and written, and fluency, in Ukrainian and English.2. Demonstrated people management skills, including the ability to sensitively manage relationships with AI Ukraine staff and complex relationships with private and public sector stakeholders in the region including media and non-governmental officials.3. Strategic and analytical thinking with the ability to

	<p>translate strategy and concepts into action and to review and adapt plans as required, including within a conflict environment. Knowledge of relevant security protocols and approaches.</p> <p>4. Strong facilitation skills – the ability to listen and learn from diverse perspectives and bring people together around a common goal.</p> <p>5. Excellent organization and administrative skills, including financial management.</p> <p>6. Strong political judgement and the ability to work in a conflict, highly complex and politically unstable environment.</p> <p>7. Demonstrated time management and organizational skills.</p>
EXPERIENCE	<p>1. Proven record of senior level leadership and management success, preferably in an international non-governmental organization and preferably in a conflict environment.</p> <p>2. Demonstrated experience speaking to and cultivating relationships with the media.</p>
QUALITIES	<p>1. Sound, mature judgment and integrity and understanding of both physical and political security issues.</p> <p>2. Self-motivation and initiative; ability to work independently as well as in teams.</p> <p>3. Readiness to report and be accountable.</p> <p>4. Ability to work under pressure, under tight deadlinese and involving odd hours and weekends on occasions.</p>

EQUALITY STATEMENT

Equality and diversity is at the core of Amnesty values and staff are expected to work collectively and individually to promote a constructive and sensitive approach to others from a variety of backgrounds, where the work of others is valued and respected.

CONFLICT OF INTEREST

Public or other activity, affiliation to or support for any group or organization, personal association or other factor which may generate a real or perceived conflict of interest with Amnesty International's principles (specifically independence and impartiality), or raise a security concern, or otherwise prevent the candidate from carrying out key functions of the specific post and would therefore disqualify the candidate from being appointed.

APPROVED BY:

Regional Director, Eastern Europe and Central Asia

UPDATED

April 2023

TO BE REVIEWED

To be confirmed