

Head of Mission Ukraine (f/m/d)

Stellenbeschreibung

arche noVa - initiative for people in need (AN) is an independent, non-religious, non-profit and non-governmental organisation (NGO) from Germany working in the fields of humanitarian aid, rehabilitation and development. The primary focus of our activities lies in Water, Sanitation and Hygiene (WaSH).

Since 2016, AN has been working in Ukraine, implementing humanitarian and transitional aid projects in the sectors of WaSH, Food Security & Livelihoods (FSL) and informal Education. The activities in Ukraine are managed through the AN Kyiv office in close collaboration with the arche nova's headquarters in Germany.

We are currently looking for a

Head of Mission Ukraine (f/m/d)

Position to be filled: 1st of December 2025

Location of duty station: Kyiv, Ukraine with regular travels to the project locations in North, East and South Ukraine.

Duration: initial 12 months contract (an extension is highly desired) with 6 months' probation period

Aufgaben

The responsibilities of the Head of Mission Ukraine include the overall operational, human resources and financial management of the entire structure of the mission Ukraine. The responsibility also includes fundraising as well as communication and representation of arche nova e.V. towards relevant authorities and stakeholders.

General

- Coordinate the general management of the AN Ukraine offices and, in close coordination with headquarters (HQ), the further adjustment of the organisational structure
- Ensure all relevant and required reporting for authorities in Ukraine
- Ensure that all operations are in line with laws of Ukraine
- Development and implementation of AN Ukraine mission strategy in collaboration with the HQ in Germany and Senior Management Team

- Ensure good collaboration with local and international partners, local authorities and all key stakeholders
- Ensure continuous conducive relations with donors and identification of new funding opportunities and occasions for technical partnerships
- Ensure AN is represented in technical working groups in relevant sector clusters, ensure meaningful participation in advisory boards, steering committees, NGO consortia and other relevant meetings for Ukraine
- Ensure quality and timely communication and reporting with all relevant stakeholders.
- Ensure safeguarding of AN's assets and interests and protect from loss arising from fraud, waste, weak administration and poor value for money
- Guarantee the correct, efficient, and effective use of logistical, financial and human re-sources
- In collaboration with the HQ Global Security Advisor and the Security Focal point monitor the programme implementation environment, including security, political, development and personnel issues that may affect implementation of the projects, and provide updates to the Desk Manager (DM) and Head of Department International Programmes in a timely manner
- Close collaboration with and regular reporting to the different relevant departments at HQ level
- Oversee rapid assessments and monitoring of onset crises and disasters in Ukraine, when necessary
- Ensure promotion of arche nova's work through presentations, productions and dissemination of relevant visibility materials, tools and publications promoting arche nova best practices
- Fostering a positive and accountable work environment, as well as empowering and encouraging staff to take initiative

Programmes, Partner and Grants Management

- Oversee the quality management of all grants and programs for the response in Ukraine, in compliance to AN's procedures and policies as well as donors' requirements and in close cooperation with the Head of Programmes
- Ensure innovative approaches are included in existing and future programs, in order to increase positive impact on projects in close cooperation with the Head of Programmes
- Strengthen collaborations with partners and beneficiaries by providing input in terms of programming to the partners in close cooperation with the Head of Programmes

- Create opportunities for networking with other NGOs aimed at identifying partnership opportunities
- Working closely with Head of Programmes to achieve set project objectives, and en-sure compliance, good financial management, and organizational strengthening
- Ensure adequacy of processes of external research, evaluations and audits
- Ensure mainstreaming of relevant themes and strategic thinking and planning
- Where appropriate and feasible visit project sites for monitoring purposes
- Coordinate and support the team to develop project ideas and formulate new project proposals in close collaboration with the Head of Programmes
- Ensure mainstreaming of relevant themes and strategic thinking / planning

HR, Administration and Capacity Building

- Overseeing the HR management: development of program staff structures, recruitment, performance monitoring, capacity building (including being the lead for any disciplinary procedures of AN staff, i.e. issuance of warnings, terminations, suspensions, etc.)
- Supervise and provide overall support and guidance to AN staff, including on identifying capacity building, training and mentoring needs and opportunities together with HR
- Ensure & control overall finance, procurements, and administration procedures in accordance to the AN Authority Matrix, AN Procedures and Policies and donors' requirements
- Ensure that HR, procurements and administrative procedures are harmonized with the AN Ukraine mission in accordance with national laws
- Coordinate between partners in different countries or contexts in order to create synergies between structures
- Ensure that internal review and exchange meetings are regularly conducted and documented
- Oversee knowledge management systems and respective documentation
- Direct line management and support for capacity strengthening and performance evaluations of the staff members: Head of Program, Head of Operations, Human Resource Officer

Financial Management and Compliance

- Overall controlling and monitoring of the Ukraine project and programme budgets
- Ensuring that the AN authority matrix is implemented correctly

- Main approver/signatory for all bank and cash transactions (i.e. payments, transfers, removal/ adding of signatories, and other high level financial transactions)
- Signatory of all contracts (i.e. employment, consultancies, contractors, PAs, etc.).
- Ensure compliance with AN, donor and governmental rules and regulations

In collaboration with HQ Senior Management Team (SMT), coordinate and contribute to the development of policy, guidelines, templates, SOPs and other management documents

Voraussetzungen

- Master's Degree – or BA and additional experience - in one of the following: development and cooperation, humanitarian and international affairs, management of non-profits or other relevant fields
- Proven experiences in management, project leadership, implementing, and monitoring programs with considerable large budgets – at least 5 years of experiences
- Proven experience in East Europe, particularly in Ukraine
- Firm understanding of donor compliance, reporting and proposal development (especially BMZ, German Federal Foreign Office, Europe Aid, ECHO, CBPF, UN Agencies)
- A broad understanding of roles and responsibilities of the international cooperation and humanitarian architecture including key actors, standards, clusters, donors
- Strong understanding and experience of security management in complex environments.
- Excellent team leader skills, guidance and support to the team
- Excellent communication skills in written and spoken English. Good level of Ukrainian and/or Russian. Knowledge of German, is a strong asset.
- Sensitivity to cultural differences and the ability to work in a culturally diverse team
- High degree of intercultural competences and conflict-sensitivity, strong sense of integrity and sensitivity towards the needs of vulnerable groups
- Having the ability to work under pressure and changing project environment.
- Being flexible and pro-active in response to humanitarian crises

We would like to encourage people with similar CVs, and especially women to apply, even when not all criteria are perfectly matched.

Wir bieten

- Competitive salary according to internal salary scale
- Housing allowance
- R&R every 6 months with 5 R&R days per R&R stay
- 2.5 days leave per month (30 days per calendar year) in addition to up to 20 public holidays
- International health and hazard insurance
- Access to psychosocial support
- An international network and training sessions for your professional development
- A culturally-sensitive and up to date NGO and work culture on equal footing

Attention: this is no family duty station, and open for national and international candidates

However, arche nova is a family friendly employer and allows for flexibility regarding children or care work.

AN is an equal opportunity employer. We are committed to creating an inclusive and positive work environment based on mutual respect for all employees. All applicants are considered for employment without attention to race, age, ability, ethnicity, nationality, religion, gender identity, sexual orientation, marital status, or any other factor. At AN we celebrate diversity and appreciate our employees for the people they are and their unique skills, backgrounds, and perspectives. We encourage all interested candidates to apply!

Arbeitsort

Ukraine, Kyiv

Bewerbungsschluss

Dienstag, 30. September 2025

Kontakt

Deadline for application: 30.09.2025; as long as it is published

Applications are screened continuously and interviews can already take place before the deadline.

Please send your application documents (cover/ motivation letter, CV and references) as well as your salary expectations and earliest possible starting date by e-mail in **one pdf-document** to Ms. Susann Richter: bewerbung [at] arche-nova.org.

Subject of email: Head of Mission Ukraine

Further information: www.arche-nova.org



Susann Richter

Abteilung

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Wir freuen uns auf Ihre Bewerbung.

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