



# NGO MONDO IS SEEKING A PROJECT COORDINATOR

NGO Mondo is an Estonian organisation aiming to reduce global inequality. Mondo works through education/health, livelihood, environmental and digital competence programmes in 12 partner countries, and global education in Estonia. NGO Mondo has been working in Ukraine since 2014 and has broadened its scope since the full scale Russian war on Ukraine. We are currently operating in most parts of Ukraine through humanitarian aid and development cooperation activities.

**Job location:** Ukraine, Kyiv

**Job description:** The project coordinator is responsible for supporting the project implementation locally in Ukraine by mostly facilitating the exchange between the Tallinn office and the beneficiaries as well as organising local activities and events.

#### Tasks:

- Supporting project manager and project team;
- Organising open calls for recruiting beneficiaries to participate in the project;
- Facilitating the organisation of various training sessions in Ukraine through working together with the respective service providers;
- Accompanying the participants during their visits to Estonia, if necessary;
- Assisting in the document management and facilitating the translation of documents;
- Together with the project managers, facilitate monitoring and evaluation of the projects activities;
- Providing input to the communication expert about project activities.

#### Experience/Skills

- Bachelor's degree in a relevant field;
- min 2 years experience of project management or coordination;
- preferably experience in humanitarian aid or development cooperation programs;
- Experience/interest in education sector;
- positive attitude to work and great communication skills, openness to work with multiple stakeholders;
- proactivity, punctuality and quick problem solving, ability to work independently, excellent time management skills;
- good verbal and written communication skills in English;
- excellent Ukrainian language skills;
- Willingness and capability to travel due to work

**We offer** 28 vacation days, additional 3 health days, 2 days for your individual development. We have flexible work arrangements (including remote work, freedom and flexibility to handle your role in a way that's right for you) collaborative and international environment where everyone works together to create a better world. We are dedicated to supporting our employees and developing their skills.

**To apply**, please send your CV and motivational letter, including salary expectations to Ms Maarja Uulits, Head of Development and People at: [maarja@mondo.org.ee](mailto:maarja@mondo.org.ee) by the **29th of May 2024**.