

Terms of References

Security Expert

Polaris Programme: Support to multi-level governance in Ukraine

About SALAR International & its engagement in Ukraine

SALAR International is a subsidiary of the Swedish Association of Local Authorities and Regions (SALAR), representing all 290 municipalities and 21 regions in Sweden. As the international branch of SALAR, we work globally to support local democracy and good governance in developing and transitioning countries. Our expertise covers areas such as capacity building in municipal management and service delivery, local and regional development planning, support for local government associations, decentralisation policies and European integration. Geographically, SALAR International's projects cover countries in Eastern Europe, the Caucasus, West Asia and the Sub-Saharan Africa.

SALAR International has been engaged in Ukraine since 2014, providing support to Ukraine's decentralisation process through three major initiatives focusing on building a robust multi-level governance system, increasing accessibility and quality of services at the local level, and enhancing international cooperation between municipalities from Ukraine and the EU. After the full-scale invasion, SALAR International has added crisis support to Ukrainian municipalities, providing them with material assistance.

Description of the assignment context

To address the changing needs of Ukrainian municipalities and national level stakeholders during wartime, the Swedish International Development Cooperation Agency (Sida) has initiated a broader programme in support of multilevel governance and recovery. This programme is called "Polaris: Supporting Multi-level Governance in Ukraine". It is implemented by SALAR International and planned for four years (July 2024-May 2028).

Polaris Programme aims to work with both short and long-term focus, addressing the needs of the multi-level governance system in Ukraine and in parallel strengthening municipalities' public service provision, as well as their direct engagement in the recovery and reconstruction processes, in line with the requirements of Ukraine's EU accession.

The Programme's support is provided through two operational components: one focusing on policy and collaboration with national stakeholders, and the other providing direct support to municipalities. The support encompasses six thematic areas: Education, Fiscal Decentralisation and Budgeting, Administrative Service Provision, Locally-led Recovery, International Municipal Cooperation, and Municipal Enterprises. In addition, the Programme will provide material support to meet short-term material crisis needs of municipalities.

Organisational set up

The programme is a joint Swedish-Ukrainian initiative with management structures in both Stockholm and Kyiv. It encourages a flat organisational structure, meaning a high degree of autonomy and

responsibility for involved experts, as well as strong local ownership among beneficiaries such as national stakeholders and Ukrainian municipalities.

It is expected that more than 50 people will be working full-time in Ukraine within various thematic teams as well as support units.

The Programme has its office in Kyiv but the support and activities target local self-government in all regions of Ukraine and will be implemented in all regions controlled by the Ukrainian government. The support is provided on demand, in most cases through open calls.

Role description

The Security Expert will work with the Support Unit of the Polaris Programme in Kyiv and directly with management in Stockholm. The Security Expert is expected to provide guidance and operational assistance to staff, local and international experts as they plan and conduct travel in Ukraine and organise events in partner communities.

Main responsibilities

- Provide periodic security analysis and updates on developments in infrastructure disruptions, security risks, and emerging threats affecting operations;
- Conduct evaluations and provide advice on security measures for travel to partner communities, sharing input on travel requests submitted to the Support Unit and the Management team;
- Assess event venues and accommodations meeting the programme's requirements for heating, water, sanitation, sufficient energy supply, and proximity to a bomb shelter;
- Oversee emergency preparedness for travel to partner communities requiring approval by the Management team, including advice on alternative transport options;
- Coordinate with Management to ensure that security guidelines are regularly reviewed and updated in accordance with changes in the security situation in Ukraine.
- Conduct in security briefings with teams ahead of travels and events.

Qualifications

- University degree (Bachelor's or Master's degree) in Security Management, International Relations, Political Science, or a related field;
- At least five years of professional experience in safety and security management in humanitarian or development contexts, with demonstrated experience in providing timely and quality security recommendations.
- Knowledge of humanitarian security management systems, risk assessment methodologies, and incident management procedures;
- Experience in providing security training and briefings, communicating analysis of security environments into practical operational guidance;
- Fluency in Ukrainian;
- Proficient in English;
- Ability to travel in Ukraine.

Merits

- Previous experience working in international technical assistance or donor-funded projects.
- Experience in delivering security and safety training

Selection Criteria

The selection of candidates will be based on the following criteria: professional experience and knowledge in security risk management, effective communication, and ability to be strategic and provide advice based on the context.

Diversity and equal opportunities

SALAR International embraces diversity and respects human rights in all areas of its work. SALAR International strives to create a gender-equal and diverse working environment. Team members shall respect equal rights of individuals and strive to create an atmosphere where people's differences are accepted and valued. SALAR International supports working arrangements that enable personnel to combine work with family commitments.

Location: Ukraine remotely with possibility to work from office in Kyiv

Duration: 25-50 % involvement from September 2026 – May 2027, with possibility of extension.

Application:

Send your application with max 3 page CV and max 1 page cover letter (in PDF) (descriptive and/or graphic part) preferably in English to ukraine@salarinternational.se. Please note "Security Expert" in the subject line. The interviews will be conducted on an ongoing basis. Early applicants are encouraged. Only shortlisted applicants will receive a response by email when the recruitment has been finalised.

For any questions or clarifications, please contact: ukraine@salarinternational.se.

Personal information provided by the applicant in the recruitment process will be handled by SALAR International.

Deadline: 28 September 2026