**Reform priority: Energy Independence**

## POSITION: Senior Project Manager (Energy Independence)

ToR Date of Issuance: October 9, 2017

Due Date for Applications: October 23, 2017

# Objective(s) and linkages to Reforms

The Reforms Delivery Office (RDO) is an advisory body to the Cabinet of Ministers of Ukraine, headed by the Minister of the Cabinet of Ministers of Ukraine, with focus on ensuring consistency of delivery of reforms across ministries and Public administration reform, in particular. RDO Consultants is a group of Ukrainian professionals (non-civil servants) funded by the donors on a temporary basis to provide targeted technical support and assistance to the Secretariat of the Cabinet of Ministers of Ukraine and to the respective Ministries in the course of designing and implementation of the sectorial strategies and priority reforms.

The Senior Project Manager will ensure coordination, monitoring and reporting of the Energy Independence reform:

* + Coordination and facilitation of development of the secondary legislation to the law on electricity market
  + Coordination and facilitation of the Energy Efficiency Fund launch
  + Coordination and facilitation of the plans execution of NAEK Energorynok and NEK Ukrenergo corporatization
  + Coordination and facilitation of the Action Plan of the Concept for Development of Gas Production Industry by 2020

# Duration and proposed timeframe:

Duration of the assignment is until September 30, 2018 with starting date not later than November 15, 2017.

# Main Duties and Responsibilities:

* + Coordinate and facilitate the development of the secondary legislation to the law on electricity market;
  + Coordinate and facilitate the Energy Efficiency Fund launch;
  + Coordinate and facilitate the plans execution of NAEK Energorynok and NEK Ukrenergo corporatization;
  + Coordinate and facilitate the execution of the Action Plan of the Concept for Development of Gas Production Industry by 2020.

# Main anticipated deliverables:

* + Drafts of secondary legislation to the law on electricity market developed;
  + Energy Efficiency Fund launched;
  + Timely execution of tasks from the plans of NAEK Energorynok and NEK Ukrenergo corporatization;
  + Timely execution of tasks from the Action plan of the Concept for Development of Gas Production Industry.

# Qualifications, Skills and Experience:

## Qualifications and skills:

* + - At least a Bachelor degree in finance, economics, business administration, law. Master degree is an asset;
    - Strong organizational management, communication and presentation skills;
    - PC literacy (PowerPoint, Project, Excel, Word; Visio is an asset);
    - Fluency in oral and written Ukrainian and English.

## General professional experience:

* + - Preferably more than 10 years of general professional experience (minimum 5 years), preferably 5 years of experience in project management, public or business administration, consulting.

## Specific professional experience:

* + - Proven knowledge and professional experience in energy sector, change management, project management;
    - Good understanding on the energy sector and obligations of Ukraine under the 3rd Energy Package;
    - Good understanding of best practices of coal sector reorganization is an asset;
    - Good understanding of corporate governance is an asset;
    - Experience in leading multidisciplinary teams is an asset.

# Indicative Performance criteria: (Key Performance Indicators - KPI)

* + % of tasks delivered within deadlines;
  + Timely submission of regular performance reports.

# Submissions

Submissions must be prepared in English and delivered electronically by October 23, 2017 to the following address: [rdo@reforms.in.ua](mailto:rdo@reforms.in.ua)

All submissions must include:

* + Filled Application Form;
  + At least one professional reference letter (from the past supervisor / manager);
  + Applicant’s CV;

Only selected applicants will be invited for the interview.

# Remuneration

The salary rate will be determined based on the assessment of the quality and relevance of the professional experience and competencies of the candidate.

**Reform priority: Decentralization**

## POSITION: Senior Project Manager (Decentralization)

ToR Date of Issuance: October 9, 2017

Due Date for Applications: October 23, 2017

# Objective(s) and linkages to Reforms

The Reforms Delivery Office (RDO) is an advisory body to the Cabinet of Ministers of Ukraine, headed by the Minister of the Cabinet of Ministers of Ukraine, with focus on ensuring consistency of delivery of reforms across ministries and Public administration reform, in particular. RDO Consultants is a group of Ukrainian professionals (non-civil servants) funded by the donors on a temporary basis to provide targeted technical support and assistance to the Secretariat of the Cabinet of Ministers of Ukraine and to the respective Ministries in the course of designing and implementation of the sectorial strategies and priority reforms.

The Senior Project Manager will ensure the coordination, monitoring and reporting of the Decentralization reform:

* + Coordination and facilitation development, monitoring and control over delivery of the Decentralization reform
  + Development of the system of the decentralization reform’s strategic and operational planning
  + Development of the integrated monitoring system of the decentralization reform

# Duration and proposed timeframe:

Duration of the assignment is until September 30, 2018 with starting date not later than November 15, 2017.

# Main Duties and Responsibilities:

* + Coordinate and facilitate development, monitoring and control over delivery of the Decentralization reform;
  + Provide project management support (development of project/reform implementation plan, risk management, change management, etc.);
  + Timely escalate issues and red flags within project development and delivery processes to the Executive Director;
  + Provide regular progress reports on the reform plan implementation to the Executive Director;
  + Ensure visibility of a particular reform development and implementation.

# Main anticipated deliverables:

* + Drafts laws on decentralization reform to set-up a new territorial basis for local government bodies are developed, approved by the CMU and submitted to the Parliament;
  + The system of the decentralization reform’s strategic and operational planning is developed and includes reforms passports, KPI and reforms implementation plans till 2020, approved by line CEB and CMU;
  + The integrated monitoring system of the decentralization reform is developed;
  + Communication plan to support the decentralization reform is developed;
  + Regular progress reports on reform development and implementation.

# Qualifications, Skills and Experience:

## Qualifications and skills:

* + - At least a Bachelor degree in finance, economics, business administration, law. Master degree is an asset;
    - Strong organizational management, communication and presentation skills;
    - PC literacy (PowerPoint, Project, Excel, Word; Visio is an asset);
    - Fluency in oral and written Ukrainian and English.

## General professional experience:

* + - Preferably more than 10 years of general professional experience (minimum 5 years), preferably 5 years of experience in project management, public or business administration, consulting.

## Specific professional experience:

* + - Proven knowledge and professional experience in public administration, business development, change management, project management;
    - Good understanding on the decentralization process in Ukraine and best practices of decentralization from other countries;
    - Good understanding of reform agenda in Ukraine and of policy formulation process;
    - Good understanding about government entities and their mandate and processes is an asset;
    - Experience in leading multidisciplinary teams is an asset.

# 6. Indicative Performance criteria: (Key Performance Indicators - KPI)

* + % of tasks delivered within deadlines;
  + Timely submission of regular performance reports.

# 7. Submissions

Submissions must be prepared in English and delivered electronically by October 23, 2017 to the following address: [rdo@reforms.in.ua](mailto:rdo@reforms.in.ua)

All submissions must include:

* + Filled Application Form;
  + At least one professional reference letter (from the past supervisor / manager);
  + Applicant’s CV;

Only selected applicants will be invited for the interview.

# 8. Remuneration

The salary rate will be determined based on the assessment of the quality and relevance of the professional experience and competencies of the candidate.