**Description of responsibilities and requirements to qualifications, skills and experience of RST positions at the Ministry of Regional Development, Construction, Housing and Communal Service of Ukraine**

**REFORM: PUBLIC ADMINISTRATION REFORM AND CAPACITY BUILDING**

**POSITION:Senior Project Manager (Category 1, PAR)**

1. **Objective(s) and linkages to Reforms**

A Reform Support Team (RST) at the Ministry regional development, construction, housing and communal services of Ukraine (MinRegion) is a group of Ukrainian professionals (non-civil servants) funded on a temporary basis by the donors that provides targeted technical support and assists the Ministry in the design and implementation of priority reforms. The RST assists in filling the capacity gaps in the design and implementation of priority reform strategies and programs, while strengthening links and partnerships between the Ministry’s priorities and relevant donor support.

RST is funded by the EBRD managed Ukraine Stabilisation and Sustainable Growth Multi-Donor Account (MDA). The contributors are: Denmark, the European Union, Finland, France, Germany, Italy, Japan, the Netherlands, Poland, Sweden, Switzerland, the United Kingdom and the United States of America.

Public administration reform is a major reform in Ukraine for effective governance is a major factor in the country's competitiveness. According to the Index of world competitiveness of the World Economic Forum (2016) among 140 countries Ukraine ranked 130 place in the category of "government effectiveness" and 98th place for "transparency of public policy."

Public Administration Reform (PAR) is part of the Government short- and mid-term priorities for 2017-2019. The MinRegion is part of 10 pilot ministries directly involved in the implementation of specific actions foreseen by the 2016-2020 PAR Strategy. The Minregion has therefore made PAR one of its top priorities and is committed to significantly improve the ministry's performance in line with the OECD/SIGMA principles of public administration. More specifically, the PAR in the MinRegion aims to achieve 4 objectives:

* Optimizing the organisational structure of the Ministry in line with the relevant policy framework established by the Government (government decision of 27 December 2017 "On the Concept of optimisation of central executive bodies" and government decision of 24 October 2018 No. 946 "ON completion of reorganisation of apparatus of some ministries")
* Improving the current HR practices and upgrade procedures and methodologies (recruitment, assessment and trainings, career development, remuneration) in line with the new law "On Civil Service" and its secondary legislation
* Renewing the key Ministry staff as part of the implementation of the Concept of Reform Staff Positions approved on 11 November 2016
* Simplifying and improving the efficiency of internal approval and decision-making processes in line with the applicable policy development framework.
* Main anticipated deliverables for this reform include legislative drafts (by-laws), comments, analyses and proposals for:
* New system of strategic planning, monitoring and evaluation
* New organizational structure of the Ministry
* New staff (at least 30% from all) hired
* Internal communication in the Ministry
* New HR business processes, including electronic document management system
* New decision –making and other processes in the Ministry.

A Senior Project Manager will focus on introduction of modern HR business processes and practices in the MinRegion and development of recommendations regarding optimization of the Ministry’s processes, function and structure within the framework of Public Administration Reform Strategy for the period of 2016-2020, as well as other policy documents outlined above and the OECD/SIGMA recommendations prepared within the 2018 baseline measurement report[[1]](#footnote-2). The expert will also support the Ministry's HRM Department in developing and implementing a training plan to increase high performance, continuous improvement and development of key staff of the Ministry based on the results of the annual performance appraisal.

1. **Duration and proposed timeframe:**

Duration of the assignment is until December 31, 2019 with the possibility of extension, subject to approval in accordance with the MDA procedures, two-month probation period should apply to the successful candidate.

The Consultant shall deliver services mainly in Ukraine and for no less than 20 working days per calendar month.

1. **Main Duties and Responsibilities:**

* Supporting of the reorganization of the Ministry in line with the government decision of 24 October 2018 "On completion of reorganization of apparatus of some minisitires", Concept of reform staff positions and Concept of optimization of central executive bodies;
* Based on functional review tool and in cooperation with responsible Ministry's staff, developing of the new organizational structure of the Ministry in line with the model defined by the Concept of optimization of CEBs and government decision of 24 October 2018;
* Developing the staff table in cooperation with the Ministry HR Department;
* Participating in the development of tasks for a probation period, as well as performance indicators after a probation period for reform experts;
* Preparing the reform plan / reorganisation for state bodies subordinated to the Ministry of Regional Development, such as the State Construction Service etc.;
* Based on analysis of performance appraisal of Ministry staff in 2018, developing recommendations for the improvement of the KPI evaluation system and the motivation system (incentives) for staff of the Ministry, including a training plan for Ministry's staff ;
* Conducting an analysing (audit) of the main business processes of the Ministry, determining key business processes that need to be optimized, preparing proposals for their optimization/ automation
* Observing the organizational structure of the Ministry in line with the objectives of the PAR Strategy and applicable government rules on this subject;
* Providing all necessary support required to ensure implementation of the new regulation developed under reform priority area, including but not limited to the laws, concepts, programs and secondary legislation;
* Providing the strategic communications of the PAR issues with stakeholders;
* Preparing regular progress reports on reform development and its implementation.
* Supporting data and information search, integration and analysis related to PAR
* Drafting of evidence-based policy and legal reform proposals in compliance with the OECD Standards
* Providing support for training and capacity building within the Ministry
* Ensuring organizational support to Reform Support Team in the area of PAR, partly (events, round tables, conferences and forums to engage stakeholders on key reform themes and policy proposals)
* Preparation of slides for presentations, infographics

1. **Main anticipated deliverables:**

* Developed of the roadmap and recommendations for optimization of business processes in the Ministry in line with the objectives of the PAR Strategy and ongoing work on the revision of the Government Rules of Procedures:
* strategic planning, annual planning of the ministry's activities,
* monitoring of the implementation of the plans, policy analysis, analysis of the impact of draft legal acts,
* financial and economic analysing of the influence of draft legal acts, preparation and approval of draft legal acts,
* evaluating of the performance of government officials, motivation system (financial and non-financial), assessment of needs and planning of training for government officials, tasks for the probationary period and assessment of their implementation, electronic document flow, etc.
* Rules of Procedure of the Ministry updated and include best practices
* In line with the government decision of 24 October 2018 and other policy documents, as well as based on functional review tool, the new organizational structure of the Ministry is finalized and implemented, including new regulations (statutes) for the Ministry's structural units
* Improved HR business processes are prepared and implemented in coordination with the State secretary and HR Unit, including:
* Developed the recommendations for the improvement of the KPI evaluation system and the motivation system (incentives) for the staff of the Ministry;
* Recommendations on tasks for a probation period, as well as performance indicators after a probation period for reform experts prepared in cooperation with relevant units of the Ministry;
* Based on analysis of performance appraisal of Ministry staff in 2018, recommendations for the improvement of the KPI evaluation system and the motivation system (incentives) for the staff of the Ministry, including a training plan for Ministry's staff, developed and implemented;
* Prepared of the reform plan / reorganisation for state bodies subordinated to the Ministry of Regional Development, such as the State Construction Service etc.
* Project management and change management practices are introduced;
* Internal communication in the Ministry is improved.

1. **Qualifications, Skills and Experience:**
   1. ***Qualifications and skills:***

* Impeccable ethical standards;
* Master degree in economics, management, public administration, human resources management;
* PC literacy (PowerPoint, Project, Excel, Word);
* Fluency in Ukrainian and English.
  1. ***General professional experience:***
* More than 10 years of general professional experience.
* Prior experience of work in public service is a plus.
  1. ***Specific professional experience:***
* More than 5 years of experience in leadership positions linked to the scope of assignment (e.g. deputy director of HR, head of strategic development unit, etc);
* Familiarity with the public administration reform agenda in Ukraine, good understanding of policy formulation process is an asset;
* Experience with government entities and their mandate and processes is an asset.

1. **Indicative Performance criteria: (Key Performance Indicators - KPI)**

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

1. **Remuneration**

The estimated monthly value of this consultancy position is in the region of EUR 1200 - 1800 GROSS. The funding source of this assignment is the EBRD-Ukraine Stabilisation and Sustainable Growth Multi-Donor Account. The exact rate will be made by the Recruitment Committee comprised of representatives of the MinRegion and international donors.

1. **Submissions**

Submissions must be prepared in English and delivered electronically by 08 of January 2019 to the following address: [rstminregion@gmail.com](mailto:rstminregion@gmail.com)

All submissions must include:

* Filed Application Form;
* At least one professional reference letter (from the past supervisor / manager);
* Applicant’s CV;
* Expected salary range (for information only).

Only complete submissions, containing the above, can be considered.

Selected applicants will be invited to the interview.

1. **Selection Procedure**

Following the evaluation of all applications received, selected candidates will be invited to a brief written test in the Ministry regional development, construction, housing and communal services of Ukraine covering both general and technical questions in both English and Ukrainian. Only short-listed candidates will be invited to an interview.

1. Available at <http://www.sigmaweb.org/publications/Baseline-Measurement-Report-2018-Ukraine.pdf> [↑](#footnote-ref-2)