

TERMS OF REFERENCE

FINANCE OFFICER

**FOR THE PROFESSIONALS FOR REFORM SUPPORT MECHANISM (PRSM) UNDER THE EXPERT
DEPLOYMENT FOR GOVERNANCE AND ECONOMIC GROWTH (EDGE) PROJECT**

ToR Date of Issuance:	September 24, 2018
Due Date for Applications:	October 5, 2018

PRSM is committed to providing equal employment opportunity without regard to race, color, religion, gender, sexual orientation, national or ethnic origin, age, disability or status as a veteran with respect to policies, programs, and activities.

Background

Professionals for Reform Support Mechanism (PRSM) provides human resource support – from managers to technical experts – to critical reform initiatives undertaken by national governmental agencies. PRSM is a multi-donor platform which improves coordination of donor efforts for greater impact and avoids overlap of donor funding. It does not support routine work of the Government of Ukraine that is normally managed by the civil service. To do this, PRSM:

- **Selects initiatives** based on clearly defined links to reform initiatives;
- Ensures transparent **recruitment** of human resources;
- Manages the **contracting** and payment of human resources;
- Provides financial **reports** for donors;
- **Monitors** initiatives for results.

At the request of a GoU ministry, the PRSM recruits short to medium term local Ukrainian experts and specialists, from outside government, to undertake assignments critical to reform within the GoU. The PRSM will also pay for limited-term salaries of key positions from within the army of volunteers that currently work without pay on reforms across government ministries.

Technically, PRSM is housed under the auspices of the Ukrainian non-government organization “Foundation for Support of Reforms in Ukraine” (the Foundation). The Foundation was established with EBRD assistance as a contracting and financial vehicle of support to the Project Management Office (PMO) of the National Reforms Council (NRC).

Position Summary

Finance Officer will be responsible for financial documentations, including drafting contracts, preparing payments and creating reports. The Finance Officer works under the supervision of the PRSM Manager.

Preferred Qualifications and Skills:

- University degree in a relevant discipline, ideally economic, public administration, law or closely relevant field;
- 2 to 3 years of similar position experience;
- Working experience with technical assistance projects in the field of democratic governance, economic growth and combating corruption is an advantage;

HUMAN RESOURCE SUPPORT FOR CRITICAL REFORM INITIATIVES

- Ability to handle multiple tasks, to work under pressure and to meet tight deadlines;
- Ability to communicate clearly and concisely orally and in writing;
- Ability to work as a team;
- Oral and written fluency in English, Ukrainian and Russian;
- Excellent planning, time management and analytical skills;
- Excellent attention to details;
- Good knowledge of Microsoft Office programs (including PowerPoint and Excel).

Indicative duties and responsibilities:

- Preparation of contracting documentation;
- Preparation of payments and all the financial supporting documents;
- Work with accounting software 1C;
- Preparation of different types of reports;
- Ensure package of experts supporting documents are in place on a monthly basis;
- Keep track of the Project related information is up to date;
- Carry out administrative tasks and provide logistical support, as required, related to the secondment mechanism.

Contract Duration and Timing

Full-time position. The total duration of the consultancy is expected to be 6 months with possible extension. Office based in Kyiv.

To apply

Submissions must be prepared in English and delivered electronically **by 17:00 Kyiv time on October 5, 2018** to the following address: prsm@fsr.org.ua. We do not welcome unsolicited phone calls.

All submissions must include:

- 1) Applicant's CV;
- 2) Applicant's brief letter of interest indicated related experience and achievements.

Please ensure to state **Finance Officer (PRSM)** in the e-mail subject line.

Applications received after the indicated deadline or without letter of interest will not be reviewed and considered.

Shortlisted candidates will be contacted after October 9, 2018.