

TERMS OF REFERENCE

UKRAINEINVEST MANAGER OF THE REGIONAL COMPONENT

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Due Date for Applications:	May 11, 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

The 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.

Reform Initiative

Economic stability and growth is a cornerstone for the stability in a democracy. For many years, the national governments of Ukraine put the importance of economic development on the bottom of their lists of goals. However, the current government recognizes the importance of economic development, and the role that foreign direct investments (FDI) can and does play.

After several tumultuous years, Ukraine is emerging as an increasingly attractive place for foreign investors. However, there are hurdles to be faced – in addition to communicating the opportunities and advantages of Ukraine as an investment destination, Ukraine is still a complicated place to do business, and there is a need for hands-on support for investors interested in exploring the potential Ukraine has to offer.

In October of 2016, the Government of Ukraine established UkraineInvest – an Investment Promotion Office in the form of consultative-advisory body to Cabinet of Ministers of Ukraine tasked with raising Ukraine's investment profile and increasing FDI into the country. Later, in March 2018 Cabinet of Ministers adopted a decision that formalized UkraineInvest as a state institution.

Objective of the Reform Initiative

During 2017-2018 UkraineInvest launched its regional offices in Western, Central, Southern Ukraine and is planning to open one in Eastern Ukraine as soon as possible. Regional offices consist of business relation managers that provide services to investors and authorities throughout majority of Ukrainian oblasts and are an integral part of UkraineInvest team. UkraineInvest regional component has two main goals: a functioning portfolio of services to authorities, existing and perspective FDI investors; developing of favorable local investment conditions and appropriate investment product for FDIs.

Position Summary:

Manager of the regional component will be managing the team of business relations managers in Western, Central, Southern and Eastern Ukraine and report to UkraineInvest Deputy Director.

Preferred Qualifications and Skills:

- Bachelor's degree in Economy, Business administration, Law, Communications;
- 8 years of work experience in a related field, preferably professional services, economic growth non-government sector;
- Proven track record of completed projects;
- Fluent English;
- Knowledge of the regional and municipal environment;
- Experienced in working with foreign businesses;
- Reform initiative management skills;
- Strong client service skills;
- Organizational and prioritization skills;
- Project management skills;
- Time-management skills;
- Strong verbal, personal communication and negotiation skills;
- Decision-making, problem analysis, critical thinking.

Indicative duties and responsibilities:

- Develop UkraineInvest' regional component, set goals, develop work plans and monitor execution;
- Lead a team of business relations managers that work in Western, Central, Southern and Eastern Ukraine (up to 10 people, 1-3 in each part of Ukraine), coordinate their work on a strategic and operational level;
- Ensure efficient cross-region interaction and info sharing between business relations manager;
- Develop procedures and standards of work for UkraineInvest regional component;
- Support business relations managers in the field by joining their working visits and meetings with authorities, regions, investors;
- Represent UkraineInvest regional component in liaison with UkraineInvest units, Government and non-government bodies;
- Support regional business relations manager with operational issues related to their field;
- Propose development and methods of implementation of new perspective investment promotion initiatives in the regions.

Contract Duration and Timing:

The total duration of the consultancy is expected to be 6 months with possible extension. The consultant is expected to be located in Kyiv with frequent travel to regions.

To apply:

Submissions must be prepared in English and delivered electronically **by 17:00 Kyiv time on May 11, 2018** to the following address: prsm@fsr.org.ua. We do not welcome unsolicited phone calls.

All submissions must include:

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

Please ensure to state **UkraineInvest Manager of the Regional Component** 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 May 15, 2018.