

TERMS OF REFERENCE KNOWLEDGE MANAGER

FOR THE eHEALTH PROJECT UNDER THE MINISTRY OF HEALTH OF UKRAINE

ToR Date of Issuance:	April 20, 2018
Due Date for Applications:	May 4, 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

The Ministry of Health of Ukraine has already announced the implementation of eHealth project as its priority. The Ministry seeks to establish a medical data system, which will maintain a pan-Ukrainian registry of patients, doctors and medical institutions, as well as possess data on contractual relations between them. The system will preclude healthcare actors from concluding fraudulent agreements, as well as provide invaluable statistics on diseases and prescribed treatment, which still do not exist in Ukraine to date. The Government of Ukraine (GoU) has a strong political will to launch eHealth solutions for the benefit of both its citizens and health care system. Political support has been well formulated by signing of 3 technical Memorandums by the Ministry of Health of Ukraine.

Position Summary

Knowledge Manager will be responsible for assisting Director of State Owned Enterprise (SoE) eHealth in liaison with stakeholders of the reform, coordination and scheduling of cooperation of SoE eHealth Director with relevant stakeholders, communication, correspondence, presentations, meeting notes drafting.

Preferred Qualifications and Skills:

- Higher Education (at least Bachelor's degree);
- 3 years of related experience;
- The experience of work in the public sector in the teams of support and implementation of reforms will be a significant advantage;

- Excellent word processing and IT skills, including knowledge of a range of software packages;
- Fluent Ukrainian/English written and oral communication skills (certificates will be an advantage);
- Proactive problem-solving position, the ability to work on your own initiative;
- Good organizational and time management skills;
- The ability to work under pressure and to tight deadlines;
- Flexibility and adaptability to juggle a range of different tasks and to work extra hours to meet deadlines.

Indicative duties and responsibilities:

- Collaboration with all stakeholders involved in eHealth system development;
- In the case, someone delays with the task implementation, hedge and help to complete it in time, not to postpone eHealth system development;
- Promotion of communication between colleagues for the benefit of information flow and to eliminate any possible miscommunication problems that might arise;
- Assisting Director of SoE eHealth in liaison with stakeholders of the reform (Ministries, Donor organizations, Medical Information Systems (MISes) representatives);
- Presentations, reports on eHealth system updates drafting (to show it to the third parties);
- Gathering all necessary information from different stakeholders needed for SoE operation and transfer of knowledge from the Ministry and working groups to SoE top-management;
- Communication with MoH and National Healthcare Service (NHSU) different departments to receive updated information in time to synchronize SoE eHealth team activities;
- Meeting notes drafting and follow-ups after meetings with SoE eHealth top-management, MoH, NHSU, MISes, working groups, strategically sessions – for the benefit of synchronization of all stakeholders;
- Supervision and assistance with calendars, meetings, correspondence for top-management of SoE eHealth;
- Assistance to Director of SoE eHealth (in different tasks).

Contract Duration and Timing:

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

To apply:

Submissions must be prepared in English and delivered electronically **by 17:00 Kyiv time on May 4, 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 **Knowledge Manager** 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 8, 2018.