

TERMS OF REFERENCE
QUALITY ASSURANCE SPECIALIST
FOR THE PROZORRO.SALE SOE ESTABLISHMENT UNDER THE MINISTRY OF ECONOMIC DEVELOPMENT
AND TRADE OF UKRAINE

ToR Date of Issuance:	September 20, 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

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 goal of the current reform initiative is to further scale-up the Prozorro.Sale electronic trading system by means of introduction of three new auctions:

- 1) land leasing;
- 2) state railway service property disposal and cargo carriages leasing;
- 3) disposal of property of insolvent entities.

Those are the new areas of the public property management for the state-owned enterprises and governmental authorities. This initiative will result in development and set-to-run in the fully operating mode of the new auction procedures of the Prozorro.Sale Electronic Trading System.

Position Summary:

Quality Assurance Specialist will be responsible for testing procedures coordination of partners (electronic brokers) connected to ProZorro.Sale, quality assurance management and support of the system development and implementation of the new procedures.

Preferred Qualifications and Skills:

- At least 2 years of professional experience;
- Knowledge of software development and design process;
- Experience of writing technical documentation;
- Free spoken and written Ukrainian, English and Russian;

- Ability to work in a team, high level of communicative skills;
- Time management skills;
- High level of motivation, proactive position, and orientation on result in work;
- Experience in the public or banking sectors;
- Teamwork coordination experience;
- Ability to work with automatic tests (python, robot framework, selenium, jenkins).

Indicative duties and responsibilities:

- Testing procedures coordination of partners (electronic brokers) connected to ProZorro.Sale (about 50);
- Development of test cases;
- Manual testing;
- Preparation of technical documentation, participation in the preparation of technical tasks;
- Participation in incidents resolution.

Contract Duration and Timing:

Full time position based in Kyiv. The contract duration 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 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 **Quality Assurance Specialist for the ProZorro.Sale** 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.