**Individual TOR for Reform Support Team**

**at the Ministry of Finance of Ukraine**

**Reform Priority. Public administration reform and capacity building in the Ministry of Finance**

**POSITION: *Senior Project Manager (Category 1, RP2. Public administration reform and capacity building in the Ministry of Finance)***

 ToR Date of Issuance: September 22, 2017

 Due Date for Applications: October 8, 2017

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

The Senior Project Manager (Category 1, RP2. Public administration reform and capacity building in the Ministry of Finance) will be a full-time consultant in the Reform Support Team at the Ministry of Finance of Ukraine (MoF).

The Reform Support Team (RST) is a group of Ukrainian professionals (non-public servants) funded on a temporary basis by the donors that provides targeted technical support and assists the Ministry in the design and implementation of sectorial strategies and priority reforms.

Competencies of the RST include the following core capacities:

* Economic and legal analysis (preparation of reform proposals supported by evidence-based analysis, preparation of policy and legal drafts, regulatory impact assessment etc.), and
* Reform program planning, implementation and coordination (inc. performance indicators, progress reports, program management, monitoring and coordination, project proposals preparation etc.).

RST MoF was launched in October 2016. Currently the RST MoF is helping the Ministry to implement six priority reforms: Development of the Public Finance Management Strategy; Public Administration Reform and Capacity Building in the Ministry of Finance; Tax Reform and Establishment of the New Finance Police Service; Customs Reform; Optimization of Social Security System; and Reform of State-Owned banks and Improvement of International Financial Cooperation process.

Public administration reform and capacity building in the Ministry of Finance (Reform of the Ministry of Finance) is required to support strong and effective PFM system reform and Public Administration reform. It covers change of internal work processes in order to make them more effective, make decision-making more transparent and decrease number of involved levels inside the Ministry. It also requires building new set of skills and competencies for civil servants, which allow them to perform new work activities more effectively.

The Senior Project Manager will ensure the coordinated actions of Reform Team for the following reform focus areas in the MoF:

1. IT Audit in PFM sector
2. IT-Strategy (IT PMO, IT Governance in PFM sector development)
3. IT Infrastructure (renewal and update of storage capacity, hardware, etc.)
4. Establishment of centralized ITSM Model in PFM
5. **Duration and proposed timeframe:**

Duration of assignment is until March 31, 2018 (with discretionary extension to December 31, 2018, also subject to availability of donor funding) with starting date not later than November 1, 2017, including a 3-month probation period.

1. **Main Duties and Responsibilities:**

*a. Coordination and facilitation of reform implementation process*

* + 1. Facilitate preparation of relevant priority work plans, allocation of responsibilities, resource planning and coordination support;
		2. Collect, elaborate and submit of all relevant documents and materials (e.g. work plans, reports, analyses and proposals) needed for the activities of all relevant technical aid projects and expert missions;
		3. Support the identification, collection, collation and analysis of relevant data and information to support development in the devoted areas (e.g. business processes, IT Strategy, IT Governance, others in Capacity building area)
		4. Assist in the design, preparation and coordination of implementation of strategical framework in devoted areas
		5. Facilitate relevant technical working group(s) to support business processes improvement (for business processes optimization)
		6. Facilitate relevant technical working group(s) to support introduction of the IT Strategy
		7. Facilitate relevant activities to support implementation of ITSM.

b. *Reform Teams (Working Groups) support*

1. Project management (development of project/reform implementation plan, risk management, change management, etc.)
2. Organizational and logistical support to Reform team (events, round tables, conferences and forums to engage stakeholders on key reform themes and policy proposals)
3. Preparing of timely and quality reports and status updates on implementation progress
4. Preparation of slides for presentations, infographics.
5. **Main anticipated deliverables:**
* Developed Roadmap and work plan of reform
* Regular progress reports on reform development and implementation
* IT Strategy with appropriate Action plan developed and approved
* Internal IT procedures developed and adopted
* IT Audit in PFM sector fulfilled
1. **Qualifications, Skills and Experience:**
	1. ***Qualifications and skills:***
* At least a Bachelor’s degree in finance, economics, business administration, IT, engineering. Master’s degree is an asset
* Strong organizational management, communication and presentation skills
* PC literacy (PowerPoint, Project, Excel, Word; Visio is an asset)
* Fluency in Ukrainian and English
	1. ***General professional experience:***
* Preferably more than 10 years of general professional experience;
* Minimum 5 years of experience in IT, IT project management, consulting.
	1. ***Specific professional experience:***
* Advanced knowledge of IT projects (IT project management, IT network architecture, database architecture, information security)
* Familiarity with the reform agenda in is an asset
* Experience in IT Audit is an asset
* Experience in leading multidisciplinary teams is an asset
1. **Indicative Performance criteria: (Key Performance Indicators - KPI)**
* % of tasks delivered within deadlines
* Timely submission of monthly performance reports
1. **Submissions**

Submissions must be prepared in English and delivered electronically by October 8, 2017 to the following address: mof.rst@reforms.in.ua

All submissions must include:

* Filled 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.

Only selected applicants will be invited to the interview.

1. **Remuneration**

The proposed RST Member Gross pay range for Category 1 positions is EUR 1200 – 1800. The exact rate will be made by the Recruitment Committee comprised of representatives of the Ministry of Finance of Ukraine and international donors.