**Individual TOR for Reform Support Team**

**at the Ministry of Finance of Ukraine**

**Reform Priority. Tax reform**

**POSITION: *Senior Project Manager (Category 1, Tax Reform)***

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, Tax Reform) 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.

The Senior Project Manager will ensure the coordinated actions of Reform Team and focus on Tax policy and tax administration reform.

1. **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:**
   1. *Coordination and facilitation of reform implementation process*
      1. data and information search, integration and analysis;
      2. drafting of evidence-based policy and legal reform proposals;
      3. support for training and capacity building of Reform teams.
   2. *Reform Teams (Working Groups) support*
      1. project management support (development of project/reform implementation plan, risk management, change management, etc.);
      2. organization of events, round tables, conferences and forums to engage stakeholders on key reform themes and policy proposals;
      3. preparation of timely and quality reports and status updates on reform implementation progress to the Minister and RST Director, as well as for publication.
2. **Main anticipated deliverables:**

* Drafting of the primary and secondary legislation;
* Preparation of the drafts of tax rulings;
* Managing and participation at different working groups on tax issues;
* Regular progress reports on reform development and implementation to the Reform Coordinator;
* Communication plan of the particular reform developed and implemented.

1. **Qualifications, Skills and Experience:**
   1. ***Qualifications and skills:***

* At least a Bachelor’s degree, preferably in finance, economics, business administration, law. 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 project management, finance, audit, investment banking/corporate advisory, economic research and analysis, financial consulting, law.
  1. ***Specific professional experience:***
* Proven knowledge and professional experience in tax system;
* Familiarity with the reform agenda in Ukraine, good understanding of policy formulation process is an asset;
* Experience with government entities and their mandate and processes 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](mailto: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.