**Individual TOR for the Prime Minister’s**

**Reforms Delivery Office Consultants**

**POSITION: *Senior Project Manager (Defense reform)***

ToR Date of Issuance: 3 April 2017

Due Date for Applications: 17 April 2017

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

The Reforms Delivery Office (RDO) is an advisory body to the Cabinet of Ministers of Ukraine, headed by the Minister of the Cabinet of Ministers of Ukraine, with focus on ensuring consistency of delivery of reforms across ministries and Public administration reform, in particular. RDO Consultants is a group of Ukrainian professionals (non-civil servants) funded by the donors on a temporary basis to provide targeted technical support and assistance to the Secretariat of the Cabinet of Ministers of Ukraine and to the respective Ministries in the course of designing and implementation of the sectorial strategies and priority reforms.

The Senior Project Manager will ensure the coordination, monitoring and reporting of the Defense reform implementation:

* Introducing civilian and democratic control into the Ministry of Defense with the aim to increase transparency;
* Support in Defense reform communication;
* Support in international assistance and donors coordination within Defense reform scope.

1. **Duration and proposed timeframe:**

Duration of the assignment is until *October 2017* (with discretionary extension for additional 1 year, which is subject to availability of the donor funding) with starting date not later than *May 30, 2017*, including a 2-month probation period.

1. **Main Duties and Responsibilities:**

* Coordinate and facilitate development of objective and results based monitoring and control over delivery of Defense reform;
* Working with the Ministry of Defense, other governmental agencies and where necessary international community to develop and operate a Roadmap and work plan of the Defense reform;
* Moderate of policy development within Defense reform scope making sure that all the stakeholders and appropriate relevant domestic and international expertise are engaged;
* Timely escalate issues and red flags within project development and delivery processes to the Executive Director of the Reforms Delivery Office;
* Provide regular progress reports on the reform plan implementation to the Executive Director of Reforms Delivery Office, National Reforms Council and to the public;
* Resolve problems and obstacles encountered during implementation process.

1. **Main anticipated deliverables:**

* Developed Roadmap and work plan of the Defense reform;
* Regular progress reports on the Defense reform development and implementation;
* Inputs to reports and other materials for relevant stakeholders;
* Inputs to the Defense reform communications;
* Defense reform related international practices analysis and recommendations.

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

* At least a Bachelor degree in law, business administration, finance, economics. Master degree is an asset;
* Strong organizational management, communication and presentation skills;
* PC literacy (PowerPoint, Project, Excel, Word; Visio is an asset);
* Fluency in oral and written Ukrainian and English.
  1. ***General professional experience:***
* Preferably more than 10 years of general professional experience (minimum 5 years), preferably 5 years of experience in project management, public or business administration, consulting.
  1. ***Specific professional experience:***
* Proven knowledge and professional experience in military sphere, change management, organizational development.
* Good understanding on the military sphere and work of defense governmental bodies work in Ukraine and other countries;
* Good understanding of Defense reform agenda and of policy formulation process;
* Experience in leading multidisciplinary teams and working with the international community is an asset.

1. **Indicative Performance criteria: (Key Performance Indicators - KPI)**

* % of tasks delivered within deadlines;
* Timely submission of quarterly performance reports.

1. **Submissions**

Submissions must be prepared in English and delivered electronically by DATE to the following address: [rdo@reforms.in.ua](mailto:rdo@reforms.in.ua).

All submissions must include:

* Filled Application Form;
* At least one professional reference letter (from the past supervisor / manager);
* Applicant’s CV;

Only selected applicants will be invited for the interview.

1. **Remuneration**

The salary rate will be determined based on the assessment of the quality and relevance of the professional experience and competencies of the candidate.