

### TERMS OF REFERENCE

#### ADMINISTRATOR

#### FOR THE PROFESSIONALS FOR REFORM SUPPORT MECHANISM

ToR Date of Issuance:	<b>June 9, 2017</b>
Due Date for Applications:	<b>June 30, 2017</b>

*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.

At the request of a GoU ministry, the PRSM recruits short to medium term local Ukrainian experts and specialists, from outside government, to undertake assignments critical to reform within the GoU. The PRSM will also pay for limited-term salaries of key positions from within the army of volunteers that currently work without pay on reforms across government ministries.

#### Position Summary:

**Administrator** will coordinate capacity development and networking events for reformers and assist PRSM team in day-to-day office procedures.

#### Preferred Qualifications and Skills:

- University degree (preferably in Management, Business administration/Public Administration or in a related field);
- Proven excellent report writing and organizational skills;
- Good interpersonal and communicational skills;
- Excellent planning and time management skills;
- Proficiency in the use of Microsoft Office suite of applications;
- Fluent in English.

#### Indicative duties and responsibilities:

- Respond to the project requests;
- Manage project documentation;
- Provide general logistical support for project events;
- Support donor meetings organization;
- Coordinate organization of capacity building events;
- Support the process of printing materials development;

- Maintain project Facebook page;
- General Administration.

**Contract Duration and Timing:**

The total duration of the consultancy is expected to be 12 months, with possible extension. Office based in Kyiv.

**To apply:**

Submissions must be prepared in English and delivered electronically by 17:00 Kyiv time on June 30, 2017 to the following address: [prsm@fsr.org.ua](mailto:prsm@fsr.org.ua). We do not welcome unsolicited phone calls.

All submissions must include:

- 1) Applicant's CV (in English);
- 2) Applicant brief letter of interest indicated related experience and achievements.

Please ensure to state **Administrator** 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 July 3, 2017.*