

TERMS OF REFERENCE

IT PROJECT COORDINATOR

FOR THE PROZORRO.SALE UNDER THE MINISTRY OF ECONOMIC DEVELOPMENT AND TRADE OF UKRAINE

ToR Date of Issuance:	June 9, 2017
Due Date for Applications:	June 30, 2017

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 objective of reform initiative is to develop an electronic asset sales system and make it operational based on ProZorro principles and architecture, allowing to significantly decrease corruption by implementing an IT system of transparent asset sales. The reform would also allow to restructure the portfolio of SOEs by providing a transparent privatization tool. The RI will introduce five new directions for operations:

- Wood market;
- Small privatization;
- Land auction;
- Real estate rental;
- Incidental assets of SOEs.

Position Summary:

IT Project Coordinator will assist in the development and implementation of the Central Database and additional procedures.

Preferred Qualifications and Skills:

- Master degree in Computer Science, Information Systems or other related field;
- Minimum 5 years of working experience in IT field;
- Technical writing;
- Proven record of agile and scrum knowledge is an advantage;
- Data management and analytic skills;

- Experience of business analysis;
- Knowledge of project management phases;
- Leading a multidisciplinary team is an advantage;
- Experience with government entities and their mandate and processes is an advantage;
- Fluent in English.

Indicative duties and responsibilities:

- Support system development and implementation;
- Coordination of commercial platforms;
- Negotiations with developers;
- Task prioritization and execution;
- Change, incident and QA management.

Contract Duration and Timing:

The total duration of the consultancy is expected to be 6 months, 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. 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 **IT Project Coordinator** 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.