

**TERMS OF REFERENCE**  
**IT PROJECT COORDINATOR**  
**FOR THE MARKET SURVEILLANCE PROJECT OFFICE UNDER THE MINISTRY OF ECONOMIC DEVELOPMENT**  
**AND TRADE OF UKRAINE**

ToR Date of Issuance:	<b>June 23, 2017</b>
Due Date for Applications:	<b>July 7, 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.

### Reform Initiative

The Ministry of Economic Development and Trade of Ukraine is implementing the reform of the technical regulation system of Ukraine. The reform is aimed to secure consumer safety along with implementation of commitments under the Association agreement between Ukraine and the European Union and fulfilling conditions needed for signing the ACCA agreement and harnessing benefits of the free trade with the EU.

The Technical regulation system is not complete without a properly functioning state market surveillance system. The state market surveillance is dedicated to cover such "market gap" as lack of motivation to comply with safety requirements in conditions of growing competition and decreasing profit margins. Properly functioning market surveillance system assures consumer safety, enforces responsibility of producers for placing on the market products that don't meet essential safety requirements, grants impartiality of inspection checks, and ensures products traceability (link between a product, producer, places of production and sale).

### Position Summary:

**IT Project Coordinator** will assist in the development of amendments and updates to market surveillance the IT-systems, their launching and testing.

### Preferred Qualifications and Skills:

- Master degree in Business, Technology, IT Engineering or any other relevant education degree;
- No less than 5 year experience in IT;
- Experience in IT engineering or IT architecture;
- Good knowledge of data-bases and computer networks management;

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- Experience in building information systems in/for government institutions is a plus;
- Knowledge of information security principles and best practices, experience of managing information security risks;
- Good knowledge of data management;
- Strong analytic skills;
- Knowledge and experience of business analysis;
- Good communication skills;
- Good knowledge of technical writing;
- Fluent in English.

**Indicative duties and responsibilities:**

- Analysis of initial technical order for MS Information exchange system and the Rapid Alert System;
- Analysis of existing hardware infrastructure on sufficiency, needs in updates and maintenance;
- Drafting technical order for implementation of amendments and updates to these IT-systems according to changes in respective legal acts and developed checklists;
- Transferring of respective expertise to administrators of the IT-systems and to representatives of 7 MS bodies;
- Updating the technical documentation.

**Contract Duration and Timing:**

The total duration of the consultancy is expected to be 6 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 July 7, 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 **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 10, 2017.*