 

# TERMS OF REFERENCE

**Operational Manager**

## Background:

The "Foundation for support of reforms in Ukraine" (Foundation) is an independent, non- governmental union that has been established by European Bank for Reconstruction and Development (EBRD) and the Ukrainian Authorities in 2015.

The objective and primary goal of the Foundation is to promote the development of Ukraine and improve the material well-being of its citizens by supporting the development and implementation of reforms in Ukraine.

It is financially backed by the other national and international donors. All launched initiatives and implemented projects are published in the Foundation annual reports, which are available on the Foundation’s website (http://fsr.org.ua/en/page/foundation-support-reforms-ukraine).

The Foundation’s responsibilities are detailed in each grant agreement signed with the EBRD and include the procurement of consultants in accordance with the Bank’s Procurement Policies & Rules (PP&R), the issuance of consultancy contracts to support the underlying project under each grant, and financial reporting to EBRD and liaising with contractual beneficiaries (Ministries and other public bodies in Ukraine).

## Purpose of the Assignment:

Under direct supervision of the Foundation’s Chief Accountant, the Operational Manager supports the Foundation in the delivery of the **EBRD managed and MDA-funded project entitled “Reforms Architecture for Ukraine”.** The post holder needs to deliver effective, highly competent projects support and in a person-centred environment which promotes positive relationships.

**Scope of work and tasks**

* Assisting to a Chief Accountant;
* Assisting in preparation of payments;
* Making payments;
* Assisting in preparation of all the financial supporting documents;
* Entering supporting documents into the accounting system;
* Ensuring package of experts and sub-contractors supporting documents are in place on a monthly basis;
* Carrying out administrative tasks and provide logistical support, as required, related to the secondment mechanism;
* Keeping track of the Projects related information and its constant update.

**Preferred Qualifications and Skills:**

* At least Bachelor’s degree in a relevant sphere, ideally in economics, public administration, law or other relevant fields.
* 2 to 3 years of similar position experience.
* Working experience with technical assistance projects in the field of democratic governance, economic growth and combating corruption is an advantage.
* Ability to handle multiple tasks, to work under pressure and to meet tight deadlines.
* Ability to communicate clearly and concisely orally and in writing.
* Ability to work as a team.
* Oral and written fluency in English, Ukrainian and Russian.
* Excellent planning, time management and analytical skills.
* Excellent attention to details.
* Good knowledge of Microsoft Office programs (including PowerPoint and Excel).

**Duration and proposed timeframe:**

Duration of assignment is 1 year (with discretionary extension for additional 1 year, also subject to availability of donor funding)

**Submissions**

Submissions must be prepared in English and delivered electronically by July 9th, 2017 to the following address: [prsm@fsr.org.ua](mailto:prsm@fsr.org.ua).

All submissions must include:

* Cover Letter
* Applicant’s CV

Only complete submissions, containing the above, can be considered. Selected applicants will be invited to the interview.