**Individual TOR for Reform Support Team**

**at the Ministry of Finance of Ukraine**

**Reform Priority. Public Administration Reform and capacity building in the Ministry of Finance**

**POSITION: *Senior HR manager (Category 1)***

ToR Date of Issuance: March 15, 2018

Due Date for Applications: May 6, 2018

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

The Senior HR Manager will be a full-time consultant in the Reform Support Team at the Ministry of Finance of Ukraine (MoF).

The Reform Support Team (RST) is a group of Ukrainian professionals (non-public servants) funded on a temporary basis by the donors that provides targeted technical support and assists the Ministry in the design and implementation of sectorial strategies and priority reforms.

Competencies of the RST include the following core capacities:

* Economic and legal analysis (preparation of reform proposals supported by evidence-based analysis, preparation of policy and legal drafts, regulatory impact assessment etc.), and
* Reform program planning, implementation and coordination (inc. performance indicators, progress reports, program management, monitoring and coordination, project proposals preparation etc.).

RST MoF was launched in October 2016. Currently the RST MoF is helping the Ministry to implement six priority reforms: Development of the Public Finance Management Strategy; Public Administration Reform and Capacity Building in the Ministry of Finance; Tax Reform and Establishment of the New Finance Police Service; Customs Reform; Optimization of Social Security System; and Reform of State-Owned banks and Improvement of International Financial Cooperation process.

The Senior HR manager’s primary focus is to ensure introduction of modern HR business processes and practices to the MoF within the framework of Public administration reform and capacity building in the Ministry of Finance, Tax reform and Establishment of the New Finance Police Service, and Customs reform. Also the Senior HR manager is responsible for quality of the acquired staff, high performance, continuous improvement and development of key staff of the MoF.

1. **Duration and proposed timeframe:**

This consultancy appointment is expected to start in May 2018 with a 2-month probation period and has an estimated overall duration until December 2018 inclusively. Subject to the availability of funding, the performance of the selected consultant and the specific needs of the RST, this appointment may be extended.

The Consultant shall deliver services in Ukraine and for no less than working 20 days per calendar month.

1. **Main Duties and Responsibilities:**

* Introduction of modern HR business processes and practices to the MoF and RST MoF
* Active engagement into Public administration reform and capacity building in the Ministry of Finance, Tax reform and Establishment of the new Finance Police Service, Customs reform
* Active engagement into recruitment process of key staff to the MoF and RST MoF
* Development of recommendations regarding Ministry decision-making and delegation processes and responsibilities split, ensure clear responsibilities split between units
* Ensure typical work scope documented for employees
* Development and implementation of the MoF staff assessment
* Development of the training plan for the Ministry’s staff and RST MoF

1. **Main anticipated deliverables:**

* New HR business processes and practices to the MoF and RST MoF introduced
* Developed Roadmap and work plan of Public administration reform and capacity building in the Ministry of Finance (HR component)
* Decision-making system in the MoF improved
* Ministry’s staff assessment and training plan developed
* Recruitment of key staff to the MoF ensured
* Training plan for the Ministry’s staff and RST MoF

**5. Qualifications, Skills and Experience:**

**5.1 Qualifications and skills:**

* Impeccable ethical standards
* At least a Bachelor degree, preferably in organizational development, HR, economics, finance, management, law, human sciences. Master degree is an asset.
* PC literacy (PowerPoint, Project, Excel, Word; Visio is an asset)
* Fluency in Ukrainian and English

**5.2 General professional experience:**

* Preferably more than 10 years of general professional experience, including minimum 5 years of HR, HR business partner, HR senior manager experience with focus on organizational development

**5.3 Specific professional experience:**

* Proven knowledge and professional experience in HR
* General understanding of business and operational processes
* Basic understanding of legislation regulating the work of government employees (civil servants)
* Familiarity with the reform agenda in Ukraine is an asset
* Experience in leading multidisciplinary teams is an asset

1. **Assignment Value**

The estimated monthly value of this consultancy position is in the region of EUR 1200 to EUR 1800. The funding source of this assignment is the [EBRD-Ukraine Stabilization and Sustainable Growth Multi-Donor Account / the European Union]. Please note selection and contracting will be subject to the availability of funding.

1. **Submissions**

Submissions must be prepared in English only and be delivered electronically by May 6, 2018 to the following address: [mof.rst@reforms.in.ua](mailto:mof.rst@reforms.in.ua)

All submissions must include a completed Application Form [https://www.minfin.gov.ua/vacancy/vakansii-v-proektakh-ministerstva-finansiv-ukrainy], the candidate’s Curriculum Vitae and Reference Letter from a recent supervisor.

Only applications which have been submitted using the correct template and are completed will be considered.

1. **Selection Procedure**

Following the evaluation of all applications received, selected candidates will be invited to a brief written test covering both general and technical questions in both English and Ukrainian. Only short-listed candidates will be invited to an interview.