**POSITION: *Director (Category 1 - Admin)***

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

A Reform Support Team (RST) at the Ministry of Regional Development, Construction, Housing and Communal Service of Ukraine (MinRegion) is a group of Ukrainian professionals (non-civil servants) funded on a temporary basis by the donors that provides targeted technical support and assists the Ministry in the design and implementation of priority reforms. The RST will assist in filling the capacity gaps in the design and implementation of priority reform strategies and programs, while strengthening links and partnerships between the Ministry’s priorities and relevant donor support.

The Director of the RST Project Management Office (RST PMO) will be subordinated to the Deputy-prime-ministry.

The Director is responsible for (1) effective operational management of RST; (2) overall coordination and monitoring of priority reforms implementation in MinRegion; (3) Working Groups support; (4) cooperation with donors and IFIs.

1. **Duration and proposed timeframe:**

This consultancy appointment is expected to start in February 2018 and has an estimated overall duration of 09 months. 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 at mainly in Ukraine and for no less than working 20 days per calendar month.

1. **Main Duties and Responsibilities:**
   1. Ensuring effective operational management of RST
      1. overall resource planning, recruitment and management of RST consultants
      2. cooperation and coordination of various stakeholders (donors, experts, government officials, etc.)
   2. Overall coordination, supervision and monitoring of priority reforms implementation in Regional Development
      1. coordination and facilitation of all reform teams, ensuring active engagement of relevant stakeholders (incl. MinRegion staff).
      2. Take over donor coordination in the area of EE
      3. development of work plans, scopes, budgets and other key documents in order to facilitate the reform projects
      4. resolving problems and obstacles encountered during implementation process
   3. Working Groups support
      1. project management, change management, quality and risk management
      2. cooperation, coordination and control of Working Groups
2. **Main anticipated deliverables:**

* Recruitment of all RST consultants;
* Reform implementation plans and progress reports on defined reforms;
* Launch Reform Council, a top-level reform discussion platform in the MinRegion;
* Reform progress reports on a monthly basis to the Deputy-prime-minister;
* Information for the report to the international donors in a require format;
* Regular communication with the public on reform progress.

***5.1 Qualifications and skills:***

* Impeccable ethical standards, outstanding leadership skills;
* Master degree in economics, law or management;
* Proven ability to lead a team of experts in donor-funded, business or public organizations;
* Experience in high-level negotiations, strong communication and presentation skills;
* Strong analytical skills with the ability to interpret complex legal, commercial and financial information;
* PC literacy;
* Certifications in the sphere of public finances or public administration is an asset;
* Fluency in Ukrainian and English

***5.2 General professional experience:***

* More than 10 years of general professional experience. Prior experience of work in public services reform team is a plus.

***5.3 Specific professional experience:***

* At least 5 years of managerial experience in project management, public or business administration, business consulting;
* Proven knowledge and professional experience in project management;
* Familiarity with the reform agenda in Ukraine;
* 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 - 1800. The funding source of this assignment is the EBRD-Ukraine Stabilisation and Sustainable Growth Multi-Donor Account. Please note that selection and contracting will be subject to the availability of funding.

1. **Submissions**

Submissions must be prepared in English and delivered electronically by February 16, 2018 to the following address: [RST@minregion.gov.ua](mailto:RST@minregion.gov.ua)

All submissions must include (original in English, or Ukrainian with English translation):

- Completed Application Form

- Candidate’s Curriculum Vitae Form

- Reference Letter from the recent supervisors (original in English, or Ukrainian with English translation) together with the contact details for two further referees who, if contacted, can attest to the professional and/or educational background of the candidate.

**7. Selection Procedure**

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