**POSITION: *Expert (Category 3,* PAR*)***

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

A Reform Support Team (RST) at the Ministry regional development, construction, housing and communal services 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.

Public administration reform is a major reform in Ukraine for effective governance is a major factor in the country's competitiveness. According to the Index of world competitiveness of the World Economic Forum (2016) among 140 countries Ukraine ranked 130 place in the category of "government effectiveness" and 98th place for "transparency of public policy." MinRegion needs improvement of strategic planning, monitoring and evaluation, introduction of electronic document management system.

The expert will focus on introduction of modern HR business processes and practices in the MinRegion and development of recommendations regarding optimization of the Ministry’s processes, function and structure within the framework of Public Administration Reform Strategy for the period of 2016-2020, as well as the Concept of Reform Staff Positions adopted by the Government on 11 November 2016. Develop training plan to increase high performance, continuous improvement and development of key staff of the Ministry.

1. **Duration and proposed timeframe:**

This consultancy appointment is expected to start in May 2018 and has an estimated overall duration of 06 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:**

* Active engagement into Public administration reform in the MinRegion in line with the Action Plan to implement the 2016-2020 PAR Strategy and the Concept of Reform Staff Positions;
* Assist in implementation of the Concept of Reform Staff Positions;
* Assist in development of recommendations regarding optimization of the Ministry’s processes, function and structure;
* Assist in development and improvement of the KPI assessment system, including holders of Reform Staff Positions;
* Assist in development and implementation of the Ministry’s staff assessment, including holders of Reform Staff Positions; Provide all necessary support required to ensure implementation of the new regulation developed under reform priority area, including but not limited to the laws, concepts, programs and secondary legislation;
* Assist in development of the program of training for Ministry staff and assist to execute the training program, including holders of Reform Staff Positions.

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

* Developed transformation program for the Ministry’s capacity and productivity building based on the findings of the functional review of the Ministry;
* Implementation of the Concept of Reform Staff Positions adopted by the Government on 11 November 2016;
* Optimized organizational structure of the Ministry to increase efficiency of decision-making processes;
* Developedtraining program for the Ministry staff, including for holders of Reform Staff Positions;
* Improved KPI assessment system and incentives applicable, including for holders of Reform Staff Positions;
* Analysis of the internal approval processes of the Ministry and developing an action plan for optimizing them.

***5.1 Qualifications and skills:***

* Impeccable ethical standards;
* Master degree in economics, management, human resources management;
* PC literacy (PowerPoint, Project, Excel, Word);
* Fluency in Ukrainian and English.
  1. ***General professional experience:***
* More than 5 years of general professional experience. Prior experience of work in public services reform team is a plus.
  1. ***Specific professional experience:***
* More than 5 years of experience in positions asmanager of teaching and selecting staff;
* Familiarity with the public administration reform agenda in Ukraine, good understanding of policy formulation process is an asset;
* Experience with government entities and their mandate and processes is an asset.

**5 Assignment Value**

The estimated monthly value of this consultancy position is in the region of EUR 400 - 1000. 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 May 27, 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.