

POSITION: Senior Project Manager – Legal Expert (RP4. Privatization and SOE reform)

ToR Date of Issuance: May 1, 2018

Due Date for Applications: May 14, 2018

1. Objective(s) and linkages to Reforms

The Reforms Delivery Office (RDO)* is an advisory body to the Cabinet of Ministers of Ukraine, headed by the Minister of the Cabinet of Ministers of Ukraine, with focus on ensuring consistency of delivery of reforms across ministries and Public administration reform, in particular. RDO Consultants is a group of Ukrainian professionals (non-civil servants) funded by the donors on a temporary basis to provide targeted technical support and assistance to the Secretariat of the Cabinet of Ministers of Ukraine and to the respective Ministries in the course of designing and implementation of the sectoral strategies and priority reforms.

The Senior Project Manager – Legal Expert (RP4. Privatization and SOE reform) will ensure the coordination, monitoring, legal and organizational support of the Nomination Committee as part of the Privatization and SOE reform, and development of the legislation on the nomination process, privatization and corporate governance. The Nomination Committee, supported by the Secretariat of the Cabinet of Ministers of Ukraine (SCMU), selects and nominates CEO and supervisory board members for large state-owned enterprises and banks. The capacity building of the SCMU unit to further support the nomination process on permanent basis is required. It includes building new set of skills and competencies for civil servants, development of proper procedures, which allow them to perform new work activities more effectively.

2. Duration and proposed timeframe:

Duration of the assignment is until September 30, 2018 (with discretionary extension up to June 30, 2019, which is subject to availability of the donor funding), with starting date not later than June 15, 2018.

3. Main Duties and Responsibilities:

- Coordinate, facilitate, legally and organizationally support the Nomination Committee including work of the Commission under the Committee and the SCMU unit;
- Capacity building of the SCMU unit to support the nomination process on permanent basis;
- Coordinate and facilitate development and enactment of the legislation and by-laws on the nomination process, privatization and corporate governance;
- Timely escalate issues and red flags within project development and delivery processes to the Executive Director and Senior Project Manager (RP4. Privatization and SOE reform);
- Resolve problems and obstacles encountered during implementation process;
- Support regularly the nomination process related communications.

4. Main anticipated deliverables:

* Supported by the EBRD's Ukraine Stabilization and Sustainable Growth Multi-Donor Account. The donors are Denmark, Finland, France, Germany, Italy, Japan, the Netherlands, Poland, Sweden, Switzerland, the United Kingdom, the United States and the European Union, the largest donor.

- Work plan for SCMU unit in 2018 is approved;
- At least 5 majority independent Supervisory Boards and at least 3 CEOs are nominated by the end of 2018;
- Fully functional SCMU unit by March 2019 to support the nomination process with proper procedures in place;
- By-laws and rules of procedures on the nomination process, privatization and corporate governance process developed, enacted and implemented;
- Regular progress reports on the reform development and implementation;
- Inputs to reports and other materials for relevant stakeholders;
- Inputs to the nomination process communications.

5. Qualifications, Skills and Experience:

5.1 Qualifications and skills:

- At least a Bachelor degree in law. Master degree and / or LL.M is an asset;
- Strong organizational management, communication and presentation skills;
- PC literacy (PowerPoint, Project, Excel, Word; Visio is an asset);
- Fluency in oral and written Ukrainian and English.

5.2 General professional experience:

- Preferably more than 10 years of general professional experience (minimum 5 years), preferably 5 years of experience in legal, project management, public or business administration, consulting.

5.3 Specific professional experience:

- Proven knowledge and professional experience in legal, consulting, organizational development, public administration, change management, project management;
- Good understanding of Privatization and SOE in Ukraine and best practices of corporate governance and nomination process;
- Familiarity with the reform agenda in Ukraine and good understanding of policy formulation process;
- Experience in cooperation with government entities, knowledge of their mandate and processes is an asset;
- Experience in leading multidisciplinary teams is an asset.

6. Indicative Performance criteria: (Key Performance Indicators - KPI)

- % of tasks delivered within deadlines;
- Timely submission of regular performance reports.

7. Submissions

Submissions must be prepared in English and delivered electronically by May 14, 2018 to the following address: rdo@reforms.in.ua

All submissions must include:

- Filled Application Form;
- At least one professional reference letter (from the past supervisor / manager);
- Applicant's CV.

Only selected applicants will be invited for the interview.

8. Remuneration

The salary rate will be determined based on the assessment of the quality and relevance of

the professional experience and competencies of the candidate.

POSITION: Senior Project Manager – HR Expert (RP4. Privatization and SOE reform)

ToR Date of Issuance: May 1, 2018

Due Date for Applications: May 14, 2018

1. Objective(s) and linkages to Reforms

The Reforms Delivery Office (RDO) is an advisory body to the Cabinet of Ministers of Ukraine, headed by the Minister of the Cabinet of Ministers of Ukraine, with focus on ensuring consistency of delivery of reforms across ministries and Public administration reform, in particular. RDO Consultants is a group of Ukrainian professionals (non-civil servants) funded by the donors on a temporary basis to provide targeted technical support and assistance to the Secretariat of the Cabinet of Ministers of Ukraine and to the respective Ministries in the course of designing and implementation of the sectoral strategies and priority reforms.

The Senior Project Manager – HR Expert (RP4. Privatization and SOE reform) will ensure the coordination, monitoring, HR, recruitment and organizational support of the Nomination Committee as part of the Privatization and SOE reform. The Nomination Committee, supported by the Secretariat of the Cabinet of Ministers of Ukraine (SCMU), selects and nominates CEO and supervisory board members for large state-owned enterprises and banks. The capacity building of the SCMU unit to further support the nomination process on permanent basis is required. It includes building new set of skills and competencies for civil servants, development of proper procedures, which allow them to perform new work activities more effectively.

2. Duration and proposed timeframe:

Duration of the assignment is until September 30, 2018 (with discretionary extension up to June 30, 2019, which is subject to availability of the donor funding), with starting date not later than June 15, 2018.

3. Main Duties and Responsibilities:

- Coordinate, facilitate, HR, recruitment and organizationally support the Nomination Committee including work of the Commission under the Committee and the SCMU unit;
- Organize and coordinate efforts of the professional external recruitment agencies as well as to help to build recruitment capacity at the SCMU;
- Capacity building of the SCMU unit to support the nomination process on permanent basis;
- Coordinate and facilitate development and enactment of the legislation and by-laws on the nomination process;
- Timely escalate issues and red flags within project development and delivery processes to the Senior Project Manager (RP4. Privatization and SOE reform) and Executive Director;
- Resolve problems and obstacles encountered during implementation process;
- Support regularly the nomination process related communications.

4. Main anticipated deliverables:

- At least 5 majority independent Supervisory Boards and at least 3 CEOs are nominated

- by the end of 2018;
- Fully functional SCMU unit by March 2019 to support the nomination process with proper procedures in place;
- Related recruitment (including organization and coordination of the professional external recruitment agencies) and organizational procedures to support the nomination process developed, enacted and implemented;
- Regular progress reports on the reform development and implementation;
- Inputs to reports and other materials for relevant stakeholders;
- Inputs to the nomination process communications.

5. Qualifications, Skills and Experience:

5.1. Qualifications and skills:

- At least a Bachelor degree in HR, psychology, economics, business administration, law. Master degree is an asset;
- Strong organizational management, communication and presentation skills;
- PC literacy (PowerPoint, Project, Excel, Word; Visio is an asset);
- Fluency in oral and written Ukrainian and English.

5.2. General professional experience:

- Preferably more than 10 years of general professional experience (minimum 5 years), preferably 5 years of experience in HR, recruitment, project management, public or business administration, consulting.

5.3. Specific professional experience:

- Proven knowledge and professional experience in HR, recruitment, consulting, organizational development, public administration, change management, project management;
- Good understanding of SOE in Ukraine and best practices in recruitment and nomination process;
- Familiarity with the reform agenda in Ukraine and good understanding of policy formulation process;
- Experience in cooperation with government entities, knowledge of their mandate and processes is an asset;
- Experience in leading multidisciplinary teams is an asset.

6. Indicative Performance criteria: (Key Performance Indicators - KPI)

- % of tasks delivered within deadlines;
- Timely submission of regular performance reports.

7. Submissions

Submissions must be prepared in English and delivered electronically by May 14, 2018 to the following address: rdo@reforms.in.ua.

All submissions must include:

- Filled Application Form;
- At least one professional reference letter (from the past supervisor / manager);
- Applicant's CV.

Only selected applicants will be invited for the interview.

8. Remuneration

The salary rate will be determined based on the assessment of the quality and relevance of the professional experience and competencies of the candidate.

POSITION: *Communication Manager (RP4. Privatization and SOE reform)*

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1. Objective(s) and linkages to Reforms

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The Reform Communication Manager will provide communication support to activities of the RDO and other involved stakeholders in planning and implementation of proper media coverage of the Privatization and SOE reform.

2. Duration and proposed timeframe:

Duration of the assignment is until September 30, 2018 (with discretionary extension up to June 30, 2019, which is subject to availability of the donor funding), with starting date not later than June 15, 2018.

3. Main Duties and Responsibilities:

- Develop and implement the communication strategy for the Privatization and SOE reform, with specific focus on nomination process
- Communications with mass media, press offices of the state authorities, industry and public institutions, and civil society organizations
- Provide support to the speakers in drafting speeches, presentations, press articles and other documents
- Develop the communications materials including creation of the visual content

4. Main anticipated deliverables:

- Relevant communication strategy and implementation plan for the Privatization and SOE reform, with specific focus on nomination process, developed and implemented
- Communication events on the Privatization and SOE reform conducted
- Coordination and alignment with the press services of the ministries, the Department of Communications of the Secretariat of the Cabinet of Ministers aimed at getting public support of the reform
- Communication materials on the Privatization and SOE reform - newsletters, reports, web content, press-articles, posts for media and social media

5. Qualifications, Skills and Experience:

5.1. Qualifications and skills:

- At least a Bachelor degree, preferably in communications, public relations, government relations or international relations;
- Strong analytical, communication and presentation skills;
- PC literacy (advanced PowerPoint, Project, Excel, Word skills; Visio is an asset);
- Fluency in oral and written Ukrainian and English.

5.2. General professional experience:

- Preferably more than 7 years of general professional experience, preferably 5 years of experience in communications or public relations;
- Experience in international organizations or projects is a plus.

5.3. Specific professional experience:

- Experience of having successfully developed, managed and implemented communications strategies and campaigns aligned to the organization objectives;
- Ability to write and proofread press releases, columns and other communications materials;
- Ability to create info graphics and other visual materials;
- Public speaking and presentation skills;
- Superior verbal and written communication skills.

6. Indicative Performance criteria: (Key Performance Indicators - KPI)

- Number of media appearances (incl. TV, social media, press) and projects launched for communications support of the Privatization and SOE reform;
- % of tasks delivered within deadlines;
- Timely submission of regular performance reports.

7. Submissions

Submissions must be prepared in English and delivered electronically by May 14, 2018 to the following address: rdo@reforms.in.ua.

All submissions must include:

- Filled Application Form;
- At least one professional reference letter (from the past supervisor / manager);
- Applicant's CV.

Only selected applicants will be invited for the interview.

8. Remuneration

The salary rate will be determined based on the assessment of the quality and relevance of the professional experience and competencies of the candidate.