**Description of responsibilities and requirements to qualifications, skills and experience of RST positions at the Ministry of Regional Development, Construction, Housing and Communal Service of Ukraine**

**REFORM: BUILDING, HOUSING AND COMMUNAL SERVICES REFORM**

**Sub-section: Waste management, water supply and water sewerage sector reform.**

**POSITION: Senior Expert (Category 2, Waste management)**

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

A Reform Support Team (RST) at the Ministry of 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 assists 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.

RST is funded by the EBRD managed Ukraine Stabilisation and Sustainable Growth Multi-Donor Account (MDA). The contributors are: Denmark, the European Union, Finland, France, Germany, Italy, Japan, the Netherlands, Poland, Sweden, Switzerland, the United Kingdom and the United States of America.

The reform of the waste management system consists in not only the complex environmental situation in Ukraine, which requires urgent measures but also the commitments undertaken by Ukraine towards the EU. The European Union is turning into a closed-loop economy, where waste is once again becoming a commodity for the economy. Thus, the European Union solves the problem of environmental pollution, as well as the economic problem of dependence on natural resources, including imported ones. To this end, the EU issued a number of Directives and an Action Plan, and in 2018 - 2019, the so-called Closed Circle Economic Package. These documents indicate targets to be met by the Ukraine National Strategy for Waste Management by 2030.

Waste management sectors reform aims for next main objectives:

* Provide waste management reform;
* Develop mechanisms to raise financing to the sector.

A Senior Expert is needed in order to draft, supervise and support the necessary products (documents) related to Waste management sectors reform.

1. **Duration and proposed timeframe:**

Duration of the assignment is until December 31, 2019 with the possibility of extension, subject to approval in accordance with MDA procedures, two-month probation period should apply to the successful candidate.

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

1. **Main Duties and Responsibilities:**
* Facilitate preparation of relevant priority work plans, allocation of responsibilities, resource planning and coordination support;
* Collect, elaborate and submit of all relevant documents and materials (e.g. work plans, reports, analyses and proposals) needed for the activities of all relevant technical aid projects and expert missions;
* Support to identify, collect, sort and analyze of relevant data and information;
* 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;
* Facilitate the discussions and approval of the legislative acts;
* Assists the donor’s coordination in the waste management area;
* Coordinated the work of the EU financed project in that area;
* Prepare of timely and quality reports and status updates on the implementation progress;
* Prepare of slides for presentations and/or information for infographics.
1. **Main anticipated deliverables:**
* Developed proposals and supported the Law “On municipal waste”;
* Drafted secondary legislation to the implementation of the Law “On municipal waste”;
* Improvement of legislative regulation of waste management in settlements;
* Information support of reforms of waste management;
* Drafted secondary legislation (by-laws) according to the National Strategy Waste Treatment;
* Drafted legislation changes and policy measures in waste management sector;
* Regular economic analysis on the sector development;
* Regular progress reports on reform development and implementation.
1. **Qualifications, Skills and Experience:**
	1. ***Qualifications and skills:***
* Master degree in finance, economics, law or business administration;
* Strong analytical, communication and presentation skills;
* Knowledge of the EU waste management legislation
* PC literacy (PowerPoint, Project, Excel, Word);
* Fluency in Ukrainian and English.
	1. ***General professional experience:***
* More than 10 years of general professional experience. Prior experience of work in public services reform team is a plus.
	1. ***Specific professional experience:***
* Minimum 5 years of experience in development, analysis, implementation of policies and strategies or project management in waste management sector;
* Experience with the reform implementation in Ukraine, especially as related to communal sector is a plus;
* Experience with government entities and their mandate and processes is an asset.
1. **Indicative Performance criteria: (Key Performance Indicators - KPI)**
* % of tasks delivered within deadlines
* Timely submission of monthly performance reports
1. **Remuneration**

The estimated monthly value of this consultancy position is in the region of EUR 800 - 1400 GROSS. The funding source of this assignment is the EBRD-Ukraine Stabilisation and Sustainable Growth Multi-Donor Account. The exact rate will be made by the Recruitment Committee comprised of representatives of the MinRegion and international donors.

1. **Submissions**

Submissions must be prepared in English and delivered electronically by 08 of January 2019 to the following address: rstminregion@gmail.com

All submissions must include:

* Filed Application Form;
* At least one professional reference letter (from the past supervisor / manager);
* Applicant’s CV;
* Expected salary range (for information only).

Only complete submissions, containing the above, can be considered.

Selected applicants will be invited to the interview.

1. **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.