

## Terms of reference for the appointment of short-term experts

ToRs Nr.:	C2-021	Date of filing:	15-04-18
Activity:	SME Development Office establishment	Activity number:	C2, A2.8
Type:	Short-term expertise	Log frame reference:	Result 2.8
Job title:	Office Administrator		
Category:	Junior Nat. NKE	Start date:	tbd
Man-days (total):	190	Location:	Kyiv / Ukraine

### 1 Background

"The SME Development Office (SMEDO) is an advisory body within the Ministry of Economic Development and Trade of Ukraine (MEDT) that provides technical assistance to the ministry and its 'Department for Entrepreneurship Development and Regulatory Policy' in implementation of Ukraine's SME Development Strategy 2020 and the associated SME Support Action Plan. The Action Plan's activities will focus on:

- Creating favourable environment for SME development;
- Improving SME access to finance;
- Simplify SME tax administration;
- Promoting entrepreneurial culture and develop entrepreneurial skills;
- Improving competitiveness and SME innovation potential.

During its initial phase, SMEDO will have 10 staff members in total, allocated to two units: one for 'SME and Entrepreneurship Promotion' and another for 'SME Policy Implementation'.

The SMEDO establishment is funded by the EU until March 2019 through its EU4Business project FORBIZ that supports the ministry with conceptual contributions, staffing and coaching."

### 2 Scope of Work

#### 1) Communication:

- i) Correspondance with stakeholders and other institutions from public and private sectors and donor community;
- ii) sharing and receiving information relevant for SMEDOs operations;
- iii) distribution of relevant data to head of units within SMEDO.

#### 2) Organisational support to SMEDO units:

- i) Administrate and update the documentation;
- ii) Fill and archive documents;
- iii) Record and handle incoming and outgoing correspondence;
- iv) Organisation of meetings, conferences, workshops, promo and other events;
- v) Logistics and reservation of accommodation, travel tickets, air tickets and similar jobs.

#### 3) Office supply management:

- i) Procurement and maintenance of office equipment;
- ii) Office materials supply;
- iii) Use the equipment required by the work tasks;
- iv) Project accounting, cash management and financial reporting.

### **3 Logistics**

#### **3.1 Travel costs**

Travel costs outside base of operations ('location') are subject of separate arrangements.

#### **3.2 Facilities to be provided**

Office space and the necessary technical equipment is provided.

### **4 Expert profile**

#### **Qualifications and skills:**

- University degree (Bachelor degree in linguistics, economics, business management or a related field) or equivalent;
- Excellent command of Ukrainian and good command of English and Russian; Excellent computer skills (MS Office: Excel, Word, Power Point, Outlook).

#### **General professional experience:**

- At least 3 years of proven professional experience as office manager/administrator in donor funded projects or international NGOs;
- At least 2 years of experience in public sector/project office management and/or administration.

#### **Specific professional experience:**

- Experience in communication with public administration and SMEs and private sector representatives;
- Experience in budgeting, accounting and financial reporting, logistics and have good organizational skills.

### **5 Expert selection procedure**

The selection of experts is performed following professional and transparent standards. An evaluation committee established by FORBIZ evaluates all applications against the required profile and performs interviews with pre-selected candidates under the supervision of the Delegation of the EU to Ukraine.