

TERMS OF REFERENCE

BUSINESS ANALYST

FOR THE eHEALTH PROJECT UNDER THE MINISTRY OF HEALTH OF UKRAINE

ToR Date of Issuance:	April 20, 2018
Due Date for Applications:	May 4, 2018

PRSM is committed to providing equal employment opportunity without regard to race, color, religion, gender, sexual orientation, national or ethnic origin, age, disability or status as a veteran with respect to policies, programs and activities.

Background

The Professionals for Reform Support Mechanism (PRSM) provides human resource support – from managers to technical experts – to critical reform initiatives undertaken by national governmental agencies. PRSM is a multi-donor platform, which improves coordination of donor efforts for greater impact and avoids overlap of donor funding. It does not support routine work of the Government of Ukraine that is normally managed by the civil service. To do this, PRSM:

- **Selects initiatives** based on clearly defined links to reform initiatives;
- Ensures transparent **recruitment** of human resources;
- Manages the **contracting** and payment of human resources;
- Provides financial **reports** for donors;
- **Monitors** initiatives for results.

Reform Initiative

The Ministry of Health of Ukraine (MoH) has already announced the implementation of eHealth project as its priority. The Ministry seeks to establish a medical data system, which will maintain a pan-Ukrainian registry of patients, doctors and medical institutions, as well as possess data on contractual relations between them. The system will preclude healthcare actors from concluding fraudulent agreements, as well as provide invaluable statistics on diseases and prescribed treatment, which still do not exist in Ukraine to date. The Government of Ukraine (GoU) has a strong political will to launch eHealth solutions for the benefit of both its citizens and health care system. Political support has been well formulated by signing of 3 technical Memorandums by the Ministry of Health of Ukraine.

Position Summary

Business Analyst will be responsible for business analysis of MoH request for eHealth system functionality advancing, potential new features and system adjustments development; new features estimation and technical documentation drafting.

Preferred Qualifications and Skills:

- BS or Bachelor's degree - Business, Engineering, IT, or related scientific/technical discipline - or equivalent relevant work experience;
- 3+ years experience in business analysis;
- Understanding the Software Development Process (SDLC);
- Experience in writing technical specifications (Tech tasks or SRS) for IT projects;
- Experience in modeling business processes (UML, BPMN is desirable);

- Experience in communication with customers (clarification of requirements, presentations);
- Experience in working with task management systems (task-tracking systems);
- English language at least Intermediate level;
- Ability to define, understand and translate business requirements into IT deliverables;
- Proven ability to handle multiple priorities and deadlines well;
- Effective at collaborating across internal and external partners and building relationships;
- Proven success with being self-motivated, enthusiastic and able to work independently;
- Experience working with Ukrainian Government bodies and their representatives (preferably).

Indicative duties and responsibilities:

- Business analysis of all requests from the MoH and other stakeholders;
- Business analysis of potential new features of eHealth system;
- Potential new features of eHealth system description drafting;
- Preliminary estimation of new features;
- Drafting notes on meetings with the Ministry and other stakeholders for further formulation of technical requirements;
- Technical documentation drafting;
- Chief Technical Officer assistance;
- Technical presentations drafting;
- Development of small/ simplified prototypes (as applications) for new/potential functionality;
- Technical assistance for websites/Medical Information Systems (MISes) and other eHealth Central Base' components.

Contract Duration and Timing:

Full time position based in Kyiv. The total duration of the consultancy is expected to be 6 months with possible extension.

To apply:

Submissions must be prepared in English and delivered electronically **by 17:00 Kyiv time on May 4, 2018** to the following address: prsm@fsr.org.ua. We do not welcome unsolicited phone calls.

All submissions must include:

- 1) Applicant's CV;
- 2) Applicant's brief letter of interest indicated related experience and achievements.

Please ensure to state **Business Analyst** in the e-mail subject line.

Applications received after the indicated deadline or without letter of interest will not be reviewed and considered.

Shortlisted candidates will be contacted after May 8, 2018.