

UkraineInvest

TERMS OF REFERENCE FOR UKRAINEINVEST HEAD OF REGIONAL BUSINESS MANAGERS

ToR Date of Issuance:	June 15th, 2018
Due Date for Applications:	June 29th, 2018

UkraineInvest background

In October of 2016 the Government of Ukraine established UkraineInvest – an Investment Promotion Office in the form of consultative-advisory body to the Cabinet of Ministers of Ukraine tasked with raising Ukraine’s investment profile and increasing FDI into the country. Later, in March 2018 the Cabinet of Ministers adopted a decision that formalized UkraineInvest as a state institution that is being fully operationalized during 2018 at the central and the regional level.

During 2017-2018 the UkraineInvest launched its regional offices in Western, Central, Southern Ukraine and is planning to open one in Eastern Ukraine as soon as possible. Regional offices consist of highly professional business relation managers that provide services to investors and local authorities throughout majority of have two major: a functioning portfolio of services to authorities, existing and perspective FDI investors; developing favorable local investment climate and appropriate investment product for FDIs.

Position Summary:

Head of Regional Business Managers will be an independent self-motivating professional, managing a team of business relations managers, located in regional offices in Western, Central, Southern and Eastern Ukraine, and reporting to UkraineInvest Deputy Director.

Preferred Qualifications and Skills:

- Bachelor’s degree in Economy, Business administration, Law, Communications;
- 8 years of work experience in a related field, preferably professional services, advisory, project management, legal, business administration;
- Ability to work independently, set tasks, plan, monitor execution;
- Proven track record of completed projects;
- Fluent English;
- Knowledge of the regional and municipal investment environment;
- Experienced in working with large foreign business is a plus;
- Reform initiative management skills;
- Strong client service skills;
- Project management skills;
- People management skills;
- Strong verbal, personal communication and negotiation skills;
- Decision-making, problem analysis, critical thinking.

Indicative duties and responsibilities:

- Develop UkraineInvest' regional offices, set goals, develop work plans and monitor execution;
- Lead a team of business relations managers that work in Western, Central, Southern and Eastern Ukraine (up to 10 people, 1-3 in each part of Ukraine), coordinate their work on a strategic and operational level;
- Ensure efficient cross-region interaction and info sharing between business relations manager;
- Develop procedures and standards of work for UkraineInvest regional component;
- Support business relations managers in the field by joining their working visits and meetings with authorities, regions, investors;
- Represent UkraineInvest regional component in liaison with UkraineInvest units, Government and non-government bodies;
- Support regional business relations manager with operational issues related to their field;
- Propose development and methods of implementation of new perspective investment promotion initiatives in the regions.

Principles of employment:

Currently, UkraineInvest is acting as a project office, funded by donors, however is expected to become a state institution with coverage of salaries and operational expenses via the state budget. UkraineInvest is directed by the Cabinet of Ministers of Ukraine via the Secretariat of CMU and via the Government Commissioner on Investments Ms. Oksana Markarova. Successful candidate will be contracted as a consultant before joining the state institution as the full-time employee according to Ukrainian legislation.

To apply:

Submissions must be prepared in English and delivered electronically **by 17:00 Kyiv time on June 29th, 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;
- 3) Three references.

Please ensure to state **UkraineInvest Head of Regional Business Managers** in the e-mail subject line.

Applications received after the indicated deadline or without letter of interest may not be considered.

Shortlisted candidates will be contacted after July 3, 2018.