

# UkraineInvest

## TERMS OF REFERENCE FOR UKRAINEINVEST INVESTMENT ANALYST IN THE DEPARTMENT OF REGIONAL COOPERATION

ToR Date of Issuance:	<b>June 15<sup>th</sup>, 2018</b>
Due Date for Applications:	<b>June 29<sup>th</sup>, 2018</b>

### 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 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:

**Investment Analyst** will be located in UkraineInvest central office in Kyiv, an experienced professional reporting to the Head of Regional Business Managers. She/he will conduct analysis of existing investment conditions in Ukraine, perspective and existing economic clusters, hard and soft factors for direct investments, support existing and perspective FDI projects with data and information, support development of regional investment map.

### Preferred Qualifications and Skills:

- Master degree in economy, econometrics, finance or related field;
- Confident knowledge and understanding of Global and Ukrainian macroeconomics in broad sense, including:
  - Key indicators - what are they, how are they calculated, nature, influence and outcome, key dependencies;
  - Social-economic factors and figures – understanding and general knowledge of Ukrainian and Global (key countries) indicators;
  - Understanding and general knowledge of Global and Ukrainian geopolitical position, etc.
- Strong analytical skills – ability to collect, analyze and present gathered information with relevant conclusions;
- Creative thinking – ability to present requested information in short, clear, interesting and interactive manner;

- Ability to work independently, settle operating and technical work issues with minimum supervision;
- Ability to work with big databases – strong Excel knowledge required;
- Experience in preparation of interactive presentation materials is welcomed;
- Strong knowledge of MS PowerPoint and MS Word required, knowledge of other photo editor or infographics programs is a plus;
- Required skills: stress resistance, ability to work under pressure, ability to multi - task, strong organizational and time management skills;
- Progressive (upper intermediate) writing and verbal English required;
- Accuracy and detail-orientation is a must.

**Principles of employment:**

Currently, the 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 29<sup>th</sup>, 2018** to the following address: [prsm@fsr.org.ua](mailto: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 Investment Analyst** 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.*