

# UkraineInvest

## TERMS OF REFERENCE FOR UKRAINEINVEST DIRECTOR OF COMMUNICATIONS

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:

**Director of Communications** will manage a team of experts focused on the implementation of Communication strategy of UkraineInvest. In addition, he/she will be responsible for the supervision, coordination and preparation of regular UkraineInvest reporting materials and relevant marketing materials promoting foreign investment to Ukraine.

### Preferred Qualifications and Skills:

- Advanced degree in the communication field from a reputable educational institution;
- A minimum 5 years of work experience in a senior communication capacity in the private sector or with non-governmental organizations;
- Knowledge of Ukraine’s reform policies and business environment is considered an asset;
- Experienced in working with foreign businesses;
- Fluent in Ukrainian and English, with other languages an additional asset;
- Reform initiative management skills;
- Strong client service skills;
- Organizational and prioritization skills;
- Time-management skills;
- Strong verbal, personal communication and negotiation skills;
- Thought leadership, decision-making, problem analysis and critical thinking.

**HUMAN RESOURCE SUPPORT FOR CRITICAL REFORM INITIATIVES**

**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 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 Director of Communications** 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.*