

TERMS OF REFERENCE

PROJECT LEAD

FOR THE PROZORRO.SALE UNDER THE MINISTRY OF ECONOMIC DEVELOPMENT AND TRADE OF UKRAINE

ToR Date of Issuance:	May 30, 2018
Due Date for Applications:	June 15, 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 objective of reform initiative is to develop an electronic asset sales system and make it operational based on ProZorro principles and architecture, allowing to significantly decrease corruption by implementing an IT system of transparent asset sales. The role of the Project Lead is to coordinate the overall project implementation, conduct the specific streams and perform general activities related to the project's administration and maintain relationships with stakeholders.

Position Summary:

Project Lead will be responsible for consolidation of the efforts of various project team members (project managers, legal advisors, technical and it- coordinators, monitoring managers etc.) in the process of attraction of new parties into the Electronic Trading System and establishment of the technological and business process links between them.

Preferred Qualifications and Skills:

- Master's degree in Economics, Finance, Law or Management;
- No less than 3 years' experience (preferably 5 years) as CEO or Project Lead manager, abroad of Ukraine experience is an advantage;
- Experience with government entities and their mandate and processes is an advantage (experience in related entities is an asset);
- Leading a multidisciplinary team is an advantage;
- Thorough understanding of project management phases;
- Excellent presentational skills;
- Good knowledge of data management and analytic skills;

- Excellent knowledge and experience of business analysis;
- Project lobbying skills and experience;
- Ability to work with arguments and objections is a must;
- Sets and meets realistic deadlines. Forecasts changes and communicates current and projected issues;
- Good command of English and Ukrainian, both written and spoken, together with the ability to draft in English and Ukrainian to a very high standard.

Indicative duties and responsibilities:

- Conduction of educational and training events for auction organizations and brokers;
- Development and implementation of the robust Q&A environment on the project's public portal;
- Drafting templates of the legal acts and documents for auction organizations;
- Implementation of the informational mailing and distribution system;
- Drafting manuals and guidance materials for auction organizations on the local and municipal level;
- Drafting manuals and guidance materials for the major state-owned legal entities;
- Implementation of the organizational structure and business process system.

Contract Duration and Timing:

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

To apply:

Submissions must be prepared in English and delivered electronically **by 17:00 Kyiv time on June 15, 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 **Project Lead for the ProZorro.Sale** 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 June 19, 2018.