**POSITION: *Project Manager (RP4. Social Security System and Labor Reform)***

ToR Date of Issuance: January 8, 2019

Due Date for Applications: January 27, 2019

# Objective(s) and linkages to Reforms

The Reforms Delivery Office (RDO) is an advisory body to the Cabinet of Ministers of Ukraine, headed by the Minister of the Cabinet of Ministers of Ukraine, with focus on ensuring consistency of delivery of reforms across ministries and Public Administration Reform, in particular. RDO Consultants are a group of Ukrainian professionals (non-civil servants) funded by donors on a temporary basis to provide targeted technical support and assistance to the Secretariat of the Cabinet of Ministers of Ukraine and to the respective ministries in the course of design and implementation of the sectoral strategies and priority reforms.

In close cooperation with the Ministry of Health and other relevant stakeholders, the Project Manager will ensure the coordinated actions of working groups, consultants and other relevant stakeholders on:

* + coordination, facilitation and expert support for the Ministry of Social Policy on development of the legislation on regulation of the labor market and labor relations;
  + cooperation with the Ministry of Social Policy in drafting legislation on employment relations regulation due to absence of the New Labor Code and in the area of harmonization of Ukrainian legislation to international agreements and EU regulations and directives;
  + providing expertise on EU legislation and in facilitation of stakeholders’ cooperation as regards execution of Road Map on introduction of the mandatory saving pension scheme (2nd pillar) initiated by the CMU;
  + support draft laws and secondary legislation before adoption by the Parliament;
  + communication support on Social Security System Reform and Labor Market Reform.

*Project Background*

Ukraine Reforms Architecture (URA) project is a comprehensive policy instrument deployed to support critical reform processes in Ukraine.

URA is composed of three mutually-reinforcing components:

* + The Reforms Delivery Office (RDO) placed in the Cabinet of Ministers of Ukraine, coordinating and overseeing the reform processes across the Ukrainian administration;
  + Reform Support Teams (RSTs) currently embedded in 7 Ministries and agencies to manage the implementation of sectoral reforms; and
  + The Strategic Advisory Group for Support of Ukrainian Reforms (SAGSUR), providing high-level advice to the President, Prime Minister, line ministers and the Parliament of Ukraine.

The RDO and RSTs operate against the background of the wider Public Administration Reform (PAR) effort spearheaded by the European Union.

The funding source of this assignment is the EBRD Ukraine Stabilization and Sustainable Growth Multi-Donor Account (MDA). The contributors are: Denmark, the European Union, Finland, France, Germany, Italy, Japan, the Netherlands, Poland, Sweden, Switzerland, the United Kingdom and the United States of America.

# Duration and proposed timeframe:

Envisaged duration of the assignment is until December 31, 2019 subject to approval in accordance with MDA procedures.

# Main Duties and Responsibilities:

* + In cooperation with the SCMU and Ministry of Social Policy, coordination and facilitation of reorganization of the Public Employment Service (PES), including development of relevant secondary legislation
  + In cooperation with the SCMU, Ministry of Social Policy and other relevant stakeholders (including Trade Unions and Employers organizations) coordination and facilitation of development of the New Law of Ukraine on employment of population and mandatory state social unemployment insurance
  + In cooperation with the SCMU, Ministry of Social Policy, Ministry of Finance and other relevant stakeholders (including National Bank of Ukraine and National Securities and Stock Market Commission of Ukraine), coordination and facilitation of execution of the Road Map on introduction of the mandatory saving pension scheme (2nd pillar) adopted by CMU, including development of respective legislation
  + In cooperation with the SCMU, Ministry of Social Policy, coordination and facilitation of harmonization of Ukrainian legislation to EU legislation and to Ukraine-EU Association Agreement.

# Main anticipated deliverables:

* + New version of Regulation for Provision of Services by PES adopted. New regulation of registration of persons in search for work and unemployed persons approved by CMU. HR rules for Career Counsel are adopted. Rules of PES are harmonized with best practice of EU and member-states. Secondary legislation as regards PES services and functions are aligned with new law on employment and are adopted. Green Paper on Public Employment Service transformation adopted.
  + Draft Law on employment of population and mandatory state social unemployment insurance developed, approved by the CMU and submitted to the Parliament for approval.
  + Draft law on mandatory saving pension scheme (2nd pillar) developed by the National Commission for Securities and Stock Market and submitted for consideration to stakeholders. Draft Law on mandatory professional pension scheme (2nd pillar) developed and approved by CMU. Draft legislation on improvement of labor migration and social protection of migrant workers regulation are developed.
  + Procedure for granting social benefits and subsidies improved. Status of social inspectors and mechanism of their activities determined, draft law is submitted to Parliament. Regulation on monetization of financial support adopted by CMU.
  + Draft Law on tackling with undeclared work and adaptation of labor relations to modern labor market needs and Draft Law on increase of labor relations regulation efficiency are developed, adopted by CMU. Legislation of Ukraine is harmonized with Annex XL to Chapter 21 Part V of Association Agreement as regards “employment legislation”.

# Qualifications, Skills and Experience:

## Qualifications and skills:

* + At least a Bachelor degree in finance, economics, social security system, labor relations, business or public administration, law. Master degree is an asset;
  + Strong organizational management, communication and presentation skills;
  + PC literacy (PowerPoint, Project, Excel, Word; Visio is an asset);
  + Fluency in oral and written Ukrainian and English.

## General professional experience:

* + Preferably more than 7 years of general professional experience (minimum 3 years), preferably 5 years of experience in project management, social security system, labor relations, public or business administration, consulting related to the field of assignment.

## Specific professional experience:

* + Proven knowledge and professional experience in public policy making, organizational development, change management;
  + Good understanding of the Social security system and labor reform in Ukraine and other countries;
  + Familiarity with the reform agenda in Ukraine and good understanding of policy formulation process;
  + Experience in leading multidisciplinary teams is an asset.

# Indicative Performance criteria: (Key Performance Indicators - KPI)

* + % of tasks delivered within deadlines;
  + Timely submission of regular performance reports.

# Submissions

Submissions must be prepared in English and delivered electronically by January 27, 2019 to the following address: [rdo@reforms.in.ua](mailto:rdo@reforms.in.ua)

All submissions must include:

* + Filled Application Form;
  + At least one professional reference letter (from the past supervisor / manager);
  + Applicant’s CV.

Only selected applicants will be invited for the interview.

# Remuneration

The salary rate will be determined based on the assessment of the quality and relevance of the professional experience and competencies of the candidate.