

### TERMS OF REFERENCE

#### FIRE AND TECHNOLOGICAL SAFETY MANAGER

ToR Date of Issuance:	<b>Nov 10, 2016</b>
Due Date for Applications:	<b>Dec 9, 2016</b>

*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.

At the request of a Ministry of Internal Affairs, the PRSM recruits short to medium term local Ukrainian experts and specialists, from outside government, to undertake assignments critical to reform within the Ministry. The PRSM will also pay for limited-term salaries of key positions from within the army of volunteers that currently work without pay on reforms across government ministries.

PRSM is a program of the Ukrainian non-government organization “Foundation for Support of Reforms in Ukraine” (the Foundation).

**Position Summary:** Fire and technological safety Manager will be responsible for development a clear fire examination model and step-by-step action plan integrating EU standards, best deregulation and anticorruption practices that will help to reduce the pressure on business of small and medium risk and implement a risk-oriented approach of classification and examination for the rest of enterprises.

**Preferred Qualifications and Skills:**

- Qualification in Business Management or related discipline with some relevant experience or lesser formal qualification with substantial experience in the field of specialist expertise.
- Experience in developing, planning, programming and delivering projects, preferably within a community/local government context would be an advantage.
- Ability to prioritize resources, multiple tasks and stakeholder needs to successfully deliver events and projects within required deadlines and budgets.
- Well-developed written and verbal communication skills, and ability to prepare clear concise, reports, correspondence and submissions.
- Experience in event communication, marketing, and the ability to stimulate involvement (community and external) in event planning and delivery would be an advantage.
- Ability to develop and gain cooperation and assistance from within working group, the business, MIA and civil society.
- Well-developed computer skills in the use of MS Office packages, Keynote.

**Indicative duties and responsibilities:**

- Reports to Deputy of Minister.
- Development of the new concept of fire examination of entities;
- Coordinate and liaise with all engaged stakeholders;
- Research and analyze up-to-date international experience and best practices of deregulation and anticorruption for government;
- Communicate reform messages from government to business and business to government;
- Encourage participation and generate interest to the reform process among such stakeholders as BRDO, Insurance companies, business ombudsmen, business associations, EBA etc.
- Prepare presentations for press conferences;
- Develop concept papers and reports, which can be further used as an amendment to the strategy of Civil Emergency Service and be signed by the Cabinet of Ministers.

**To apply:**

Submissions must be prepared in English and delivered electronically by 17:00 Kyiv time on December 9<sup>th</sup>, 2016 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 (in English);
- 2) Applicant brief letter of interest indicated related experience and achievements.

Please ensure to state **Fire and technological safety Manager** 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 December 12<sup>th</sup>, 2016.*