

### TERMS OF REFERENCE

#### FIRE RESCUE REFORM MANAGER

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| ToR Date of Issuance:      | <b>Nov 11, 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 rescue reform manager will be responsible for designing a model that would include opportunities for amalgamated communities to be able to retain basic services including fire safety.

**Preferred Qualifications and Skills:**

- MA degree in economic development, public administration or other relevant degree.
- At least 6 years of experience in local economic development, with local government as an adviser, consultant, inside staff.
- Experience in conducting trainings, facilitation experience.
- Ability to establish strong working relationships with local government officials, civic leaders, businesses and international donors.
- Professional knowledge of Ukrainian and English languages.
- Effective communication skills.

**Indicative duties and responsibilities:**

- Design a model for amalgamated communities to be able to ensure their fire safety based on the Law on Decentralization.
- Collaborate hand-in-hand with pilot communities and local Civil Emergency Services on local resource management and distribution.
- Coordinate and communicate with international donor that already support or potentially may support the reform initiative.
- Work in coordination with the Ministry reforms group.
- Other related duties.

**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 rescue reform 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.*