

### TERMS OF REFERENCE JUNIOR PROBATION SPECIALIST

ToR Date of Issuance:	<b>Dec 07, 2016</b>
Due Date for Applications:	<b>Dec 22, 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:** Junior Probation Specialist – will undertake data collection, analysis and communication on progress and results in relation of the probation implementation in Ukraine. The Specialist will be directly subordinated to the Probation Reform Team Leader.

**Preferred Qualifications and Skills:**

- Education: University degree (preferably in social work);
- 1-2 years of relevant experience in administration, communication, monitoring and evaluation within international organizations or projects;
- Analytical and presentation skills;
- Ability to independently prioritize and manage multiple tasks in a hectic fast-paced environment;
- Advanced computer skills especially Microsoft Excel and Power Point;
- Strong Writing and Translation Skills to/from English, Russian, Ukrainian.

**Indicative duties and responsibilities:**

- Organize and carry out the data collection and analysis of progress towards implementation of the national probation implementation plan; coordinate with all relevant stakeholders to ensure reporting on results;
- Ensure rapid and accurate information dissemination to the media and stakeholders on the activities implemented by the probation reform team under MoJ;
- Carry out administrative tasks and provide logistical support, as required, in particular with regard to handling probation reform team's activities, correspondence, documents related to the maintenance of the team's office under Ministry;
- Carry out other tasks, as required, to provide overall support to the probation reform team.

**To apply:**

Submissions must be prepared in English and delivered electronically by 17:00 Kyiv time on December 22, 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 **Junior Probation Specialist** 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 26, 2016.*