

TERMS OF REFERENCE
AGILE PROJECT MANAGEMENT EXPERT
MINISTRY OF ECONOMIC DEVELOPMENT AND TRADE

ToR Date of Issuance:	June 22, 2016
Due Date for Applications:	17:00, July 07, 2016

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 GoU ministry, the PRSM recruits short to medium term local Ukrainian experts and specialists, from outside government, to undertake assignments critical to reform within the GoU.

PRSM is a program of the Ukrainian non-government organization “Foundation for Support of Reforms in Ukraine” (the Foundation) which is the contracting and financial vehicle of support to the Project Management Office (PMO) of the National Reforms Council (NRC). The PMO acts as a secretariat to the NRC through managing priority reforms, ensuring coordination between relevant stakeholders and providing feedback to the NRC. Together, PMO and PRSM, provide the necessary oversight, management support and resources to deliver reforms.

Position Summary: Agile Project Management Expert will introduce modern approach for complex projects management and conduct intensive on-the-job trainings and consultancy sessions for MEDT employees from three departments and three SOEs focusing on sustainability of reform projects. The incumbent will be subordinated directly to a Deputy Minister and placed in the MEDT for the period of six months.

Preferred Qualifications and Skills:

- University degree in a relevant discipline, ideally management, economic, IT, public administration or closely relevant field.
- Knowledge and skills with modern project management agile approaches, such as Scrum, Lean, etc.
- A minimum 3 years of experience in managing project/programs.
- Experience of work with governmental organizations as a consultant in project management (not less than 6 months) is highly desirable.
- Experience of training activities in project management (not less than 12 months).
- Working experience with technical assistance projects is an advantage.
- Ability to handle multiple tasks, to work under pressure and to meet tight deadlines.
- Ability to communicate clearly and concisely orally and in writing.
- Ability to work as a team.
- Working level of English is required, fluent in Ukrainian and Russian.
- Excellent planning, time management and analytical skills.
- Excellent attention to details.

Indicative duties and responsibilities:

- Conduct consulting sessions and trainings as well as facilitate workshops for every project team;
- Supervise everyday stand-up meetings for project team (expert will advise current issues overcoming);
- Facilitate retrospective meetings for project team weekly (expert will advise on improvement of team's performance);
- Other related duties.

To apply:

Submissions must be prepared in English and delivered electronically by 17:00 Kyiv time on July 7th, 2016 to the following addresses: 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 **Agile Project Management Expert** in the e-mail subject line.

Applications received after the indicated deadline will not be reviewed and considered.

Shortlisted candidates will be contacted after July 11th, 2016.