

PROFESSIONALS FOR REFORM SUPPORT MECHANISM

HUMAN RESOURCE SUPPORT FOR CRITICAL REFORM INITIATIVES

TERMS OF REFERENCES

PROFESSIONALS FOR REFORM SUPPORT MECHANISM FINANCE OFFICER

Date of Issuance:	May 18, 2016
Deadline for Applications:	17:00, June 3, 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. 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) 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: PRSM Finance Officer will be responsible for financial documentations, including drafting contracts, preparing payments, accounting/bookkeeping, creating TAX and financial reports. The Finance Officer works under the supervision of the Operations Manager and Executive Director of the Foundation.

Preferred Qualifications and Skills:

- University degree in a relevant discipline, ideally economic, public administration, law or closely relevant field.
- Excellent knowledge of MS Office programs and spreadsheet especially Excels (pivot tables etc.).
- Good knowledge of C1.
- 2 to 3 years of similar position experience.
- Working experience with technical assistance projects in the field of democratic governance, economic growth and combating corruption 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.
- Oral and written fluency in English, Ukrainian and Russian.
- Excellent planning, time management and analytical skills.
- Excellent attention to details.

Indicative duties and responsibilities:

- Make payments;
- Submit TAX and financial reports;
- Assist in preparation of contracting documentation;
- Assist in preparation of payments and all the financial supporting documents;
- Assist in different types of reports preparation;
- Carry out administrative tasks and provide logistical support, as required, related to the secondment mechanism;
- Keep track of the Project related information is up to date.

To apply:

Submissions must be prepared in English and delivered electronically by 17:00 Kyiv time on June 3rd, 2016 to the following addresses: prsm@fsr.org.ua. All submissions must include:

- 1) Applicant's CV (in English);
- 2) Applicant brief letter of interest indicated related experience and achievements;
- 3) *Three names of references with their relations to you – only for shortlisted candidates.*

Please ensure to state **PRSM Finance Officer** in the e-mail subject line.

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

Shortlisted candidates will be contacted after June 6th 2016.