

TERMS OF REFERENCE

ADMINISTRATIVE SERVICE AND PROCEDURES PROJECT MANAGER

ToR Date of Issuance:	Nov 10, 2016
Due Date for Applications:	Nov 24, 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 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: Project Manager for Administrative Service and Procedures will be guided and supervised by the Sector Lead and will be responsible for planning the work of the sector, daily operations, materials, project documentation, preparing deliverables, contributing to events, reports, materials and deliverables of other sectors or the Unit.

Preferred Qualifications and Skills:

- Strong project management and analytical skills
- Preferably at least 5 years of experience in legal, regulatory and other related areas
- Experience in reforming regulatory environment and administrative services in Ukraine or CEE is an advantage
- Knowledge of Ukrainian legislation principles and public administration system
- Familiarity with the reform agenda, especially decentralization, deregulation, public administration, administrative services reform, preferably certain involvement over last two years is an advantage
- Well-developed contacts among government, donor and expert circles is an advantage

Indicative duties and responsibilities:

- Comprehensive analysis of existing administrative services in the MEDT register
- Guidelines on improvement of administrative services and submission for legislation amendment
- Created and functioning filter for review of existing and approval of new administrative services (interagency WG with approved methodology or other)
- Comprehensive analysis of administrative procedures and principles of services provision
- Guidelines on improvement of administrative procedures and support to its implementation

To apply:

Submissions must be prepared in English and delivered electronically by 17:00 Kyiv time on November 24th, 2016 to the following address: 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 **Administrative Service and Procedures Project 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 November 28th, 2016.