

TERMS OF REFERENCE

STATE PENITENTIARY SERVICES SOE REFORM MANAGER/SPECIALIST

ToR Date of Issuance:	Nov 10, 2016
Due Date for Applications:	Nov 23, 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 Justice, 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: SPS SOE reform will be responsible for providing business consultations, give expert inputs and prepare reports for penitentiary SOE restructuring, preparation of solutions to make SOE business activities more transparent for governance, especially by automatizing business processes and reporting. Also, SPS SOE reform component Manage will be supervising work of the SPS SOE reform Specialist who will be drafting appropriate changes in legislation and by-laws as well as assist Manager on her/is work.

Preferred Qualifications and Skills:

- Education: finance, law, business administration, corporate restructuring, M&A.

Work experience:

- Project manager of corporate restructuring and/or M&A projects;
- Strong PM management experience primary skill & experience need
- Experience of plant/costing in UA (material ledger, etc.);
- To take the Finance/legal stream activity linking with implementing Inventory Costing;
- Knowledge of Ukrainian accounting legislation and US GAAP;
- Organisational skills;
- Foreign languages: good English.

Indicative duties and responsibilities:

- Analyses of SOE business effectiveness in current corporate governance structure;
- Carry out of selective audit of business units;
- Prepare new SOE corporate governance structure and develop respective legal mechanism;
- Provide solutions for automatization of penitentiary SOEs accounting and reporting;
- Prepare and register new SOE statute and bylaws;
- Prepare and implement changes in penitentiary laws to start reorganization approved.

To apply:

Submissions must be prepared in English and delivered electronically by 17:00 Kyiv time on November 23rd, 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 **SPS SOE Reform Manager or SPS SOE Reform 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 November 28th, 2016.