

### TERMS OF REFERENCE

#### STATE PENITENTIARY SYSTEM REFORM TEAM LEADER

ToR Date of Issuance:	<b>Nov 10, 2016</b>
Due Date for Applications:	<b>Nov 23, 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 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:** seconded to the Ministry of Justice of Ukraine to support and oversee implementation of the State Penitentiary System reform. The **Team Leader** will work closely with the First Deputy Minister of Justice and the Sector Lead and is responsible for contributing to overall planning and implementation of the SPS reform in accordance with the Project’s immediate, intermediate and ultimate outcome results.

### **Preferred Qualifications and Skills:**

- Education: law, economy, finance, business administration.
- 5+ years of managerial experience in multinational corporations with focus on project management, finance, methodology development and business planning;
- Experience in methodology development and implementation;
- Experience in risks evaluation, independent report development, development of institution organizational structures;
- Preferably 1-2 years of experience in public sector with proved track record of implemented reforms and projects;
- Analytical and presentation skills;
- Advanced computer skills especially Microsoft Excel and Power Point.
- Foreign languages: English fluent.

### **Indicative duties and responsibilities:**

- Review and monitor existing literature and, through independent research, monitor and provide analysis on new developments and changes in the area of SPS reform;
- Work with the First Deputy Minister of Justice to shape the strategy and plan for the SPS reform implementation;
- Coordinate and supervise implementation of probation, PPP and overall reform initiative in accordance with the implementation plan;
- Oversee the work of the reform team of the Project Management Office under the MoJ, provide guidance to the development of specific policies, methodologies and training programs;
- Coordination of the reform between other donors, projects.

### **To apply:**

Submissions must be prepared in English and delivered electronically by 17:00 Kyiv time on November 23<sup>rd</sup>, 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 **SPS reform Team Leader** 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 28<sup>th</sup>, 2016.*