

TERMS OF REFERENCE

IT MODERNIZATION AND SECURITY MANAGER & IT MODERNIZATION AND SECURITY EXPERT

ToR Date of Issuance:	Nov 11, 2016
Due Date for Applications:	Jan 12, 2017

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:

IT modernization and security **manager** will be responsible for ensuring broad stakeholder engagement in designing the model and action plan as well as ensure its sustainable implementation.

IT modernization and security **expert** will be responsible for development clear IT government model and step-by-step action plan integrating EU and NATO standard.

Preferred Qualifications and Skills:

IT modernization and security manager

- Degree in Business, Technology, Public Administration or any other relevant education degree.

- Experience with IT models and/or information systems in/for government institutions.
- Experience in project management, project administration, project design.
- Awareness of available donor-funding opportunities, ability to develop project proposals.
- Excellent communication skills.
- Professional knowledge of Ukrainian and English.

IT modernization and security expert

- Degree in Business, Technology, IT engineering or any other relevant education degree.
- Experience in IT engineering, architecture, e-document flow.
- Experience with IT models and information systems in/for government institutions.
- Comprehensive knowledge of information security principles and best practices such as ISO 27001 and experience of managing information security risks.
- Comprehensive knowledge of other EU and NATO IT standards.
- Effective communication skills.

Indicative duties and responsibilities:

IT modernization and security manager

- Work closely with the Adviser on IT Modernization and Security Develop to develop action plan to implement the new IT model in the Ministry.
- On a regular basis communicate with key stakeholders, facilitate donor-coordination meetings.
- Produce communication pieces on the reform initiative, mapping of funding opportunities.
- Apply for funding opportunities to implement the action plan.
- Develop concept of the nation-wide initiative *IT Innovations for Government* potential areas to address.

IT modernization and security expert

- Design IT government model based on best EU and NATO practices and standards.
- Develop action plan to implement the model.
- Supervise implementation of the model.
- Work closely with the Ministry core IT team developing their capacity to be able to complete implementing and maintain it further on.
- Coordinate and communicate with international donor that already support or potentially may support the reform initiative.

To apply:

Submissions must be prepared in English and delivered electronically by 17:00 Kyiv time on January 12th, 2017 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 **IT modernization and security manager or expert** 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 January 13th, 2017.