

TERMS OF REFERENCE
ADMINISTRATOR/REGIONAL COORDINATOR
FOR THE UKRAINE INVESTMENT PROMOTION OFFICE

ToR Date of Issuance:	Mar 9, 2017
Due Date for Applications:	Mar 24, 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.

Reform Initiative

Economic stability and growth is a cornerstone for the stability in a democracy. For many years, the national governments of Ukraine put the importance of economic development on the bottom of their lists of goals. However, the current government recognizes the importance of economic development, and the role that foreign direct investments (FDI) can and does play.

After several tumultuous years, Ukraine is emerging as an increasingly attractive place for foreign investors. However, there are hurdles to be faced – in addition to communicating the opportunities and advantages of Ukraine as an investment destination, Ukraine is still a complicated place to do business, and there is a need for hands-on support for investors interested in exploring the potential Ukraine has to offer.

In October of 2016, the Government of Ukraine established UkraineInvest – an Investment Promotion Office (IPO) tasked with raising Ukraine’s investment profile and increasing FDI into the country.

Soon after it was established, it became apparent that the Regions of Ukraine were in particular need of support and development when it comes to attracting and supporting potential foreign investors. The establishment of this office will help address this issue.

Objective of the Reform Initiative

This reform initiative involves the creation of a separate structural unit of UkraineInvest, Ukraine's official Investment Promotion Office, in the Western Region of Ukraine. This new office will work to attract and develop new foreign businesses and investment, communicate with local and regional authorities, prepare information about the region and potential areas and projects for investment.

Position Summary:

Administrator/Regional Coordinator will coordinate and support the daily activities of the new Regional Office.

Preferred Qualifications and Skills:

- University degree (preferably in Management, Business administration/Public Administration or in a related field);
- 3 years of work experience in a related field;
- Strong administrative and operational experience;
- Reform initiative management skills;
- Great attention to detail;
- Fluent English;
- Problem solving skills;
- Database management skills;
- Advanced PC user.

Indicative duties and responsibilities:

- Conduct routine/general correspondence and mailings;
- Collect information and translate documents and correspondence;
- Respond to the needs of the IPO Managers and assistance in a timely manner;
- Update and maintain appropriate filing systems (paper and electronic) and databases related to the project;
- Arrange repairs for office equipment as needed;
- Order and maintain an inventory of office supplies;
- Oversee the preparation of materials, including monthly reports, handouts and presentations for project events both in Ukrainian and English;
- Make all arrangements for project events, including: booking venues for events, catering, transportation, interpreting;
- Attend events and meetings as appropriate, taking notes as required.

Prepare Project Documents:

- Format and edit documents such as work plans, reports and newsletters;
- Prepare tables, graphs and other outputs for reporting and presentation of various data;
- Distribute publications and materials among project partners and other stakeholders.

General Administration:

- Perform other administrative duties and tasks as assigned by the project staff and by the IPO Lead.

Contract Duration and Timing:

The total duration of the consultancy is expected to be 6 months, with possible extension for another 6 months, based in Kyiv.

To apply:

Submissions must be prepared in English and delivered electronically by 17:00 Kyiv time on March 24, 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 **Administrator to IPO** 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 March 27, 2017.