

TERMS OF REFERENCE

JUNIOR EXPERT ON THE HUMAN RESOURCE MANAGEMENT FOR THE SECRETARIAT OF THE CABINET OF MINISTERS OF UKRAINE

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Due Date for Applications:	Mar 09, 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

Reform of the Secretariat of the Cabinet of Ministers of Ukraine (SCMU) is one of the key reforms of the GoU Action Plan for 2017. This reform is part of the public administration reform (PAR) and stands on the same priority level as the civil service and the central executive bodies' reforms.

The current speed and quality of reforms at the SCMU are way below society and Ministry's expectations. At the same time, actual changes have not occurred yet due to the lack of strong coordination of the reform process at the SCMU level and absence of qualified staff with required experience and skills.

Acknowledging these issues, support of an experienced Senior Expert on the SCMU restructuring and HRM capacity building at the SCMU is crucial.

Objective of the Reform Initiative

Development of HRM function and capacity building of SCMU, within comprehensive optimization of the organizational structure and core business processes (operational model) of the Secretariat of the Cabinet of Ministers of Ukraine (SCMU) with the aim to re-launch it as a center of government.

Position Summary:

HRM Junior Expert will be responsible for assisting an HR Senior Expert in development of recommendations and provide input for drafting regulations necessary to build modern and strong HRM function within SCMU and to streamline the capacity building of SCMU in line with optimization of the organizational structure and core business processes (operational model) of the SCMU.

Preferred Qualifications and Skills:

- Education: HRM, psychology, economy, business administration;
- 3 years of experience in the HR;
- Understanding of the HRM area and organizational transformation;
- Strong communication and presentation skills;
- Impeccable ethical standards, outstanding leadership skills;
- Native Ukrainian with working level of English.

Indicative duties and responsibilities:

- To assist in development of the SCMU HRM function vision and mission.
- Contribute to the new organizational structure of the SCMU.
- Assist in development of organization and functional structure of HRM function in SCMU.
- Contribute to development of key business processes of HR management.
- Assist in development of a model of competences and positions profiles for SCMU and a methodology of assessing them.
- Input for developing the necessary regulations changes to optimize the HRM procedures.
- Assist in development of the KPIs for the HRM personnel and the monitoring and performance evaluation system of such KPIs.
- Assists in development of the transformation plan from the current state to the targeted model of HRM function
- Support with the capacity building of SCMU, including but not limited to talent acquisition, professional development, etc.

Contract Duration and Timing:

The total duration of the consultancy is expected to be 3 months with possible extension. The expert will report to the Senior Expert on the Human Resource management. The workplace will be in the premises of the Secretariat of Cabinet of Ministers of Ukraine, Kyiv.

To apply:

Submissions must be prepared in English and delivered electronically by 17:00 Kyiv time on March 09, 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 **HRM Junior Expert for SCMU** 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 09, 2017