

### TERMS OF REFERENCE

#### TEAM LEAD (WITH EXTENSIVE HR EXPERIENCE)

FOR THE NATIONAL AGENCY OF UKRAINE FOR FINDING, TRACING AND MANAGEMENT OF ASSETS DERIVED FROM  
CORRUPTION AND OTHER CRIMES

ToR Date of Issuance:	<b>Feb 16, 2017</b>
Due Date for Applications:	<b>Mar 17, 2017</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.

#### Reform Initiative

National Agency of Ukraine for finding, tracing and management of assets derived from corruption and other crimes (ARMA), is a newly established specialized agency in the sphere of anticorruption reform, actually started its activity with appointment of its Head (middle of December, 2016). As a final chain in creation of the anti-corruption bodies in Ukraine, ARMA has faced considerable political (inside and outside the country) and civil society pressure to commence operations even in the absence of human resources.

The reform of asset recovery & management system is taking place in accordance with the State Anticorruption policy in Ukraine (for year 2014-2017) and recommendations of Sixth Progress Report on the Implementation by Ukraine of the Action Plan on Visa Liberalization.

#### Objective of the Reform Initiative

Create a background for institutional setting-up of the Agency via developing tools and procedures ensuring ARMA's smooth operation launch in May 2017.

**Position Summary:**

**The Team Leader (with extensive HR experience)** will manage the team focused on supporting launch of the ARMA as well as will create a feasible Human Resource Management system for the ARMA.

**Preferred Qualifications and Skills:**

- An MBA degree with specialization in HR/ Public Administration or other related areas;
- At least five years managerial experience dealing with team and organizational building, preferably in the public sector;
- A knowledge of modern Human Resources Development techniques and an understanding of organizational theory and practice with regard to the public sector;
- Understanding of public governance internal processing mechanisms;
- Experience of working on change management issues within a public organization would be a definite asset.

**Indicative duties and responsibilities:**

- Ensure effective operational management of the team
- Cooperate and coordinate ARMA's establishment with various stakeholders;
- Develop ARMA's personnel policy;
- Elaborate selection and evaluation procedures for different category of staff;
- Support the process of first wave of personnel selection.

**Contract Duration and Timing:**

Short term expert deployment for approximately 3 months, based in Kyiv.

**To apply:**

Submissions must be prepared in English and delivered electronically by 17:00 Kyiv time on March 17, 2017 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 **Team Lead for the ARMA** 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 20, 2017.*