

Deputy Director: Municipal Infrastructure

1. Objective(s) and linkages to reforms

The Recovery and Reform Support Team (RST) at the Ministry for Communities, Territories and Infrastructure Development of Ukraine (Ministry) is a group of Ukrainian professionals (non-civil servants) funded on a temporary basis through the Ukraine Recovery and Reform Architecture (URA)¹ on a temporary basis by donors that provides targeted technical support and assist in the design and implementation of priority reforms.

Priority areas for the RST at the Ministry for Communities, Territories and Infrastructure Development of Ukraine will be:

- Transport Infrastructure;
- Municipal Infrastructure;
- Regional Development and Decentralisation;
- Digitalization;
- Public Administration Reform and Capacity Building.

The RST will assist in filling the capacity gaps in the design and implementation of priority reform strategies and programs while strengthening links and partnerships between the Ministry priorities and relevant donor support in regards to policy making in priority areas.

2. Position and reporting line

The Deputy Director on Municipal Infrastructure will be subordinated to the RST Director and:

- assist and support the Director in providing leadership to the RST by conducting day-to-day managerial duties;
- work across the Municipal Infrastructure priority area focused on the design and implementation of reforms in Utilities, Housing Policy, Energy Efficiency, Construction and Technical Regulation, and Urban Planning sectors as stipulated by Ukraine's commitments to the EU Association Agreement;
- deputise for the Director upon request, in case of his/her absence.

¹ Ukraine Recovery and Reform Architecture (URA) is a comprehensive technical assistance programme deployed by the European Bank for Reconstruction and Development (EBRD), in partnership with the European Union, to support critical recovery and reform processes in Ukraine. URA is financed from the Ukraine Stabilisation and Sustainable Growth Multi-Donor Account (MDA) managed by the EBRD.

3. Duration and proposed timeframe

The initial consultancy appointment is expected to start in April 2024 and has an estimated duration until August 2025. The duration of the assignment will depend on the availability of funding, the needs of the URA programme and the performance of the selected consultant.

4. Main duties, responsibilities and deliverables

Main duties, responsibilities

- Overall coordinating and monitoring horizontal reforms implementation in Utilities, Housing Policy, Construction and Technical Regulation, Energy Efficiency, and Urban Planning sectors, including contributing to the development of necessary products (documents) related to reforms/recovery areas;
- cooperating and coordinating with stakeholders (international partners, experts, URA teams, government officials, etc.), representation of RST in working groups and committees involved in reform/recovery processes;
- coordinating of project-related activities among sectoral project managers within the RST;
- supporting the Ministry in the development of a strategic communication framework consistent with the Ministry's mission, priorities, and sustainable development goals (SDG);
- supporting the Ministry in the implementation of EU integration commitments, ensuring alignment with established standards and regulations in the field of Municipal infrastructure;
- assisting the RST Director in the development of work plans, scopes, budgets and other key documents in order to advocate the SDG goals and overall reform/recovery projects;
- developing of proposals for improving legislation on municipal infrastructure regulations, assistance in drafting respective laws and by-laws;
- supporting the Ministry in developing reports/analytical notes on damage assessment preparation in the priority areas based on data received from stakeholders;
- maintaining regular communication with relevant units of the Ministry, other ministries and agencies and the regional authorities, ensuring appropriate coordination and coherence between various programmes, projects and policies;
- supporting the Ministry in stakeholder engagement, advocacy campaigns and communications;
- evaluating effectiveness of municipal investment implementation through active participation in the analysis process;
- facilitating the work of international and local project experts;
- other responsibilities as assigned by the RST Director.

Expected deliverables

The RST Deputy Director will be expected to provide the following deliverables:

- Proposals for strategic documents, investment plans and programs, concept notes, regulation, and technical acts in the priority areas;
- work plans, policies and other key documents for reform implementation and monitoring in particular international technical assistance and public initiative in the municipal infrastructure;
- facilitation of EU integration commitments implementation;
- regular reports on RST progress, challenges and achievements.

The specified lists of scope of work, services and expected deliverables can be modified and supplemented on request from the Ministry and agreement with the EBRD and the EU Delegation to Ukraine.

5. Qualifications, skills and experience

5.1 Qualifications and skills:

- At least a Master's degree in Finance, Economics, Law, Engineering and/or other areas related to municipal infrastructure;
- Experience in high-level negotiations, strong communication and presentation skills;
- strong analytical skills with the ability to interpret complex legal, commercial and financial information;
- proven ability to lead a team of experts, in donor-funded projects, business or public organisations;
- impeccable ethical standards, and outstanding leadership skills;
- PC literacy in Microsoft software (PowerPoint, Project, Excel, Word; Visio is an asset), Google Apps (Gmail, Calendar, Google Docs);
- excellent command of English and Ukrainian, both written and spoken.

5.2 Professional experience:

Minimum of 10 years of general professional experience (working for international organisations and/or international technical assistance projects would be an advantage), of which:

- at least 3 years of proven managerial experience (minimum 5 subordinates) in an organisation of comparable size;
- at least 5 years of proven experience in project management and consulting in Municipal Infrastructure (Utilities, Housing Policy, Energy Efficiency, Construction and Technical Regulation, Urban Planning sectors).

5.3 Other competencies:

- Proven knowledge and professional experience in project management and public policy in the municipal infrastructure sector;
- familiarity with current Ukraine's reform agenda, good understanding of policy formulation processes and policy dialogues;
- experience in leading an expert team and project delivery;
- experience working in a team that focuses on implementing public sector reforms is an asset;
- experience in leading an expert team and project delivery.

6. Funding Source

The funding source of this assignment is the EBRD Ukraine Stabilisation and Sustainable Growth Multi-Donor Account (MDA). Contributors to the MDA are Austria, Denmark, Finland, France, Germany, Italy, Japan, Latvia, the Netherlands, Norway, Poland, Sweden, Switzerland, the United Kingdom, the United States and the European Union, the largest donor.

Please note, selection and contracting will be subject to the availability of funding.

7. Submissions

Submissions must be prepared in English only and be delivered electronically by April 01, 2024, 23:59 (Kyiv time) to recruitment.rstmctid@gmail.com

All submissions must include:

- completed [Application Form](#);
- candidate's Curriculum Vitae;
- reference letter from a recent supervisor/manager (in English, or Ukrainian with English translation);
- [NDA form](#);
- contact details for two further referees who, if contacted, can attest to the professional and/or educational background of the candidate.

Only applications, which have been submitted using the correct template and are fully completed, will be considered.

Important notice: only Ukrainian nationals are eligible to apply; civil servants are not eligible to apply unless 6 months have elapsed since they left such employment.

8. Selection Procedure

Following the evaluation of all applications received, selected candidates may be invited to written tests. Only shortlisted candidates will be invited to the interview.