**IT Expert (Category 2)**

1. **Objective(s) and Linkages to Reforms**

The Recovery and Reform Support Team (RST) at the Ministry of Environmental Protection and Natural Resources of Ukraine (MEPNR) is composed of a group of Ukrainian professionals (non-civil servants) funded on a temporary basis by international donors to provide targeted technical support and assist the Ministry in the design and implementation of recovery and reform priorities. The RST assists in filling the capacity gaps in the design and implementation of priority reform strategies and programmes, while strengthening links and partnerships between the MEPNR’s priorities and relevant donor support.

The key priorities of the Ministry, in line with the Government agenda, are:

• Reform of the Environmental Control and Assessment;

• Industrial Pollution Reduction and Environmental Monitoring Reform;

• Waste Management Reform;

• Water Resources Protection;

• Climate Policy implementation;

• Subsoil Reform;

• Public Administration Reform;

• Biodiversity Conservation.

All of these priorities are linked to Ukraine's international commitments, which include the implementation of international agreements and joint initiatives in the areas of technology and environment. The team is seeking an IT Expert to assist in the development of the Ministry's IT infrastructure and digitalisation initiatives to ensure compliance with data security standards and the efficient operation of digital platforms. A highly skilled specialist is needed to support the digitalisation of the environmental sector and the effective implementation of environmental reforms.

1. **Position and Reporting Line**

The IT Expert will work in close cooperation with the RST and MEPNR officials. The IT Expert will focus on the improvement of service delivery, optimising the functioning of systems and digitalisation process.

The IT Expert will be subordinated to the Director of the RST.

1. **Duration and Proposed Timeframe**

The initial consultancy assignment is expected to start in April 2024 and has an estimated duration of 16 months. The assignment may be extended, subject to the availability of funding, consultant’s performance, and the specific needs of the RST.

1. **Main Duties and Responsibilities**
* Supporting the Ministry in designing and implementing new IT tools for the digitisation and optimisation of processes in priority areas (preparation of technical requirements and/or concept notes for software creation), and maintenance of current IT systems and tools. This will include, but will not be limited to, analytical and expert support, error detection and solution formulation for the improvement and optimisation of systems such as:
	+ Unified Environmental Platform "EcoSystema" (hereinafter referred to as EcoSystema) – a national automated environmental information and analytical system for providing access to environmental information and its network, which ensures the creation, collection, receipt, storage, use, dissemination, protection and security of information, as well as electronic interaction between individuals and legal entities, individual entrepreneurs, administrative service providers, public (electronic public) service providers, administrative service centres for the purpose of obtaining administrative and other public (electronic public) services in the field of environmental protection according to the Resolution of the CMU dated 11.10.2021 No. 1065 "On the Unified Ecological Platform "EcoSystema";
	+ EcoZagroza – a functional module of the EcoSystema, consisting of the EcoZagroza website and mobile application (hereinafter referred to as EcoZagroza), electronic accounts, database, geographic information portal, analytical platform and submission system for electronic appeals regarding detected environmental damage caused by emergencies, events, armed aggression of the Russian Federation, in accordance with the requirements of the Regulation on Certain Issues of the Functioning of the Service for Recording Facts of Environmental Damage Caused by Emergencies, Events, Armed Aggression of the Russian Federation "EcoZagroza", approved by the Resolution of the Cabinet of Ministers of Ukraine No. 783 dated 28.07.2023.
* Expert support to the digitalisation of additional administrative services provided by the Ministry for their provision through the EcoSystema, EcoZagroza in line with the requirements of the Law on Administrative Procedure as relevant, including but not limited to:
	+ preparation of technical requirements and tasks for the digitalisation of administrative services, including the identification of necessary infrastructure changes and data security standards;
	+ building business processes (bpmn diagrams) to visualise the sequence of events, activities and data flows in the process;
	+ optimising and automating business processes using digital tools, analysing and evaluating the effectiveness of digital solutions to continuously improve and optimise processes;
	+ consultations with relevant stakeholders on process optimisation, including engaging with government, business and the public to ensure the effective implementation of digital initiatives;
	+ provision of expert consultations, methodological, advisory and practical assistance to the Ministry on the development and maintenance of IT systems to ensure compliance with the latest technological standards and best practices in the field of information technology;
	+ stakeholder engagement within and outside the Ministry to identify digitalisation opportunities, collaboratively solve problems and identify potential obstacles to the successful implementation of digital projects.
1. **Qualifications, Skills and Experience**
	1. ***Qualifications and skills***:
* At least Bachelor’s degree in Computer Science, Ecology, Cartography or other relevant field. Master’s degree preferred.
* PC literacy, MS Office, preferably knowledge of Copernicus, GIS and geoportals.
* Knowledge and experience in the field of digitalisation of processes, including but not limited to administrative services. Understanding of the principles of information systems, networks, databases functioning.
* Experience in writing technical requirements and tasks for information products and/or systems.
* Strong analytical and presentation skills, organisational and management skills.
* Ability to communicate effectively with a variety of stakeholders who may have different levels of technical understanding, including government, business and the public. Understand their needs and expectations and formulate technical requirements and strategies accordingly.
* Fluency in Ukrainian and English.
* Impeccable ethical standards, great interpersonal and intercultural skills, ability to work under pressure with tight deadlines.
	1. ***Professional experience:***
* Minimum 5 years of general professional experience
* Minimum 3 years of experience in the IT field (digitalisation of internal processes or services, designing information products and/or systems, cartography, geoportals).
	1. ***Other experience:***
* Experience in management of IT and GIS projects in the area of environment or natural resources is a plus.
* Experience with reform implementation in Ukraine is an asset.
* Experience of work in the cybersecurity field is a plus.
1. **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, the Netherlands, Norway, Poland, Sweden, Switzerland, the United Kingdom, the United States and the European Union, the largest donor.

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

1. **Submissions**

Submissions must be prepared in English only and be delivered electronically by 09 April 2024 23.59 (Kyiv time) to rst.mepr@gmail.com. All submissions must include a completed Application Form, NDA Form, the candidate’s Curriculum Vitae and Reference Letter from a recent supervisor (original in English, or Ukrainian with English translation) together with the 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.

1. **Selection Procedure**

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