

Senior Project Manager: Regional Development and Decentralization

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 (MCTID, 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 Decentralization;
- Digitalization;
- Public Administration Reform and Capacity Building.

In terms of Regional Development and Decentralization (RD), the Ministry for Development of Communities, Territories and Infrastructure of Ukraine has achieved significant progress since 2015 when a process of amalgamation of territorial communities on a voluntary basis has started, and new framework for regional policy launched in 2019. Further developments in the mentioned fields are needed considering challenges that territorial communities and subnational governments are facing during the full scale russian aggression. Such issues as administrative capacity and absorption capacity to plan, implement and oversee recovery and modernization projects as well as provide high-quality public services need to be strengthened.

2. Position and reporting line

The Senior Project Manager on Regional Development and Decentralization will support the implementation of decentralization reform and regional policy in close cooperation with subnational governments, assist in building the administrative capacity of the Ministry and subnational governments (oblast state administrations and local self-governments) and their ability to perform effectively.

A highly qualified professional is needed to coordinate activities, develop project/working plans, maintain stakeholder relationships, attract funding for projects, and provide consultancy advice and other organisational support. This expert will primarily cooperate with the Deputy Minister in charge

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.

of regional development and decentralisation reform, as well as relevant subordinated structural departments of the Ministry.

Senior Project Manager on Regional Development and Decentralization will be subordinate to the RST Director, and support implementation of related initiatives and capacity development at the Ministry and subordinated governments.

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 and responsibilities

- Support coordination of regional policy and decentralization implementation in the Ministry (in close cooperation with the Deputy Minister responsible for regional policy and decentralization reform) with donors and other stakeholders;
- support the functioning of expert groups under the Sectoral Working Group on Decentralization and Regional Policy, provide expert and legal assistance to the expert's groups deliverables;
- support implementation of structural and functional changes in the Ministry in line with European Commission recommendations on Ukraine accession (Chapter 22) and governmental plans;
- promote professional development and improving the qualifications of the staff (organise trainings, study sessions, etc.);
- provide legal and analytical support in updating legislation on regional policy and decentralization reform in line with the EU requirements;
- provide legal assistance to the development of legal regulations needed for implementation of subsidiary principles and multi-level governance approach;
- organise presentations, conferences and other related events for the promotion of regional policy development;
- assist in the formulation of the information policy and strategy in the field of regional policy and decentralization reform;
- participate in the development of working plans, roadmaps, strategies, project plans, and policy papers by the Ministry;
- monitor and report to the donors/stakeholders on the status of implementation of initiatives related to the regional development and decentralization reform;
- other responsibilities as assigned by the RST Director.

The specified lists of the 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 Public administration, Law or other relevant field;
- degree in Project management, Business administration, Public administration/Public affairs, Political science, Public policy is an advantage;
- experience in high-level negotiations;
- strong analytical, communication and presentation skills;
- impeccable ethical standards, and outstanding leadership skills;
- excellent interpersonal and customer service 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:

- At least 7 years of general professional experience;
- at least 5 years of experience in local self-government and/or public sector consulting in the area of regional policy development and /or decentralization;
- at least 3 years of managerial experience;
- experience in initiating, developing, and implementing reform programmes in public sector, preferably in the area of public administration, decentralization, regional policy and European integration.

5.3 Other competencies:

- Proven knowledge and professional experience in public administration organisation and human resource management, building the capacity of national institutions;
- knowledge of Ukrainian legislation on local self-governance, regional policy and public administration;
- familiarity with current Ukraine's reform agenda, good understanding of policy formulation processes and policy dialogues;
- experience with government institutions and their mandate and processes is an asset.

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 the written tests. Only shortlisted candidates will be invited to the interview.