

Expert: Public Administration Reform and Capacity Building

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 or Ministry) is a group of Ukrainian professionals (non-civil servants) funded on a temporary basis through the Ukraine Recovery and Reform Architecture (URA) 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;
- Digitalisation;
- Public Administration Reform and Capacity Building.

In terms of Public Administration Reform (PAR) and Capacity Building, Ukraine has achieved significant progress, however still a lot of changes and improvements need to be further implemented by the Ministry for Communities, Territories and Infrastructure Development of Ukraine, especially considering the PAR is an important precondition for Ukraine's European integration course.

The Expert on PAR and Capacity Building will support the implementation of PAR at the Ministry and central executive bodies that are subordinated to the Ministry, assist in building the institutional capacity of the mentioned bodies and their ability to perform effectively. The Expert will be responsible for supporting the development and implementation of PAR in line PAR strategy 2022-2025, Annual European Commission's Enlargement Reports on Ukraine, 2023 SIGMA Monitoring Report and the Ukraine Plan, namely preparing informational and analytical materials, prepare reports, draft presentations, provide consultancy advice, organise events and meetings, etc.

2. Position and reporting line

The Expert on PAR and Capacity Building will be a full-time consultant at the RST and primarily cooperate with the HR Departments of the Ministry and central executive bodies subordinated to the Ministry. The expert will coordinate with the Recovery and Reform Delivery Office and EU4PAR project in the relevant areas.

The Expert will report to the Senior Project Manager on PAR & Capacity Building and Director of the RST.

3. Duration and proposed timeframe

The initial consultancy appointment is expected to start in June 2024 and has an estimated duration till August 2025. The assignment may be subsequently continued subject to the availability of funding, the consultant's performance, and the specific needs of the RST.

4. Main duties and responsibilities

- Support the Senior PM in the coordination of PAR implementation and capacity building activities in the Ministry and CEBs subordinated to the Ministry (in close cooperation with the State Secretary and HR departments), as per recommendations outlined in key strategic documents – PAR Strategy 2022-2025, 2023 Enlargement Report on Ukraine, 2023 SIGMA Monitoring Report and the Ukraine Plan:
 - law on administrative procedure;
 - re-launch of merit-based recruitment and the selection process for civil servants;
 - roll-out of HRMIS (Human Resources Management Information System);
- support implementation of structural and functional changes in the Ministry and subordinated CEBs according to the governmental plans;
- support the Senior PM in the introduction of modern HR processes and practices (recruitment, assessment and training, career development, remuneration, etc.) in the Ministry and CEBs/SOEs that are subordinated to the Ministry;
- support selection of staff for the Ministry and CEBs/SOEs subordinated to the Ministry;
- promote professional development and improve the qualifications of the staff (support in the organisation of training, study sessions etc.);
- support the Senior PM in the organisation of career days, presentations, conferences and other related events for the promotion of PAR and popularisation of civil service;
- support in the formulation of the information policy and strategy in the field of public administration;
- support in the development of working plans, roadmaps, strategies, project plans, and policy papers by the Ministry and CEBs subordinated to the Ministry;
- draft reports and analytical materials for the donors/stakeholders on PAR related initiatives, the status of their implementation, etc.;
- support the process of selection of staff to RST, as well as professional development of RST experts (assist in organisation of trainings, study sessions, etc.);
- other responsibilities as assigned by the Senior PM on PAR and Institutional Capacity Building and 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 in 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 Personnel Management, International Relations, Public Policy, Economics, Law or other relevant field. Degree in Project Management, Business Administration, Public Administration/Public Affairs, Political Science, Public Policy is an advantage;
- good understanding of Public Administration Reform in Ukraine and relevant regulations/legislation;
- strong analytical, communication and presentation skills;
- impeccable ethical standards, and outstanding leadership skills;
- PC literacy in Microsoft software (PowerPoint, Project, Excel, Word), Google Apps (Gmail, Calendar, Google Docs);
- fluency in Ukrainian and English.

5.2 Professional experience:

- Minimum 5 years of general professional experience;
- at least 3 years of experience in human resource management, public administration, public sector consulting or related areas.

5.3 Other competencies:

- Proven knowledge and professional experience in human resource management;
- proven knowledge of Ukrainian legislation on civil service;
- knowledge of Ukrainian legislation on civil service;
- familiarity with current Ukraine's reform agenda, good understanding of policy formulation processes and policy dialogues;
- experience with government entities 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 May 23, 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.