



Senior Project Manager on Public Administration Reform & Capacity Building

1. Objective(s) and linkages to reforms

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

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

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

2. Position and reporting line

Senior Project Manager on Public Administration Reform & Capacity Building will be a full-time consultant at the RST and be subordinated to the RST Director and, together with the Expert on PAR & Capacity Building, will support the implementation of PAR-related initiatives and capacity development at the Ministry and central executive bodies (CEBs) and SOEs that are subordinated to the Ministry.

A highly qualified professional is needed to coordinate activities, develop project/working plans, maintain stakeholder relationships, provide consultancy advice and other organisational support. The expert will primarily cooperate with the State Secretary of the Ministry, the HR Department of the Ministry, and the HR departments of central executive bodies that are subordinated to the Ministry.

3. Duration and proposed timeframe

The consultancy appointment is expected to start in February 2025. Duration of the assignment is subject to the availability of project funding, the consultant's performance, and the specific requirements of the RST.

4. Main duties and responsibilities

The expert will be expected to:

- support coordination of PAR implementation and capacity building activities in the Ministry and CEBs that are subordinated to the Ministry (in close cooperation with the State Secretary and HR departments);

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.

- facilitate the dialogue between the Ministry, donors and other stakeholders in relation to PAR and capacity building issues;
- support implementation of structural and functional changes in the Ministry and subordinated CEBs according to the governmental plans;
- support 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;
- assist in the selection of staff for the Ministry and CEBs/SOEs that are subordinated to the Ministry;
- promote professional development and improve the qualifications of the staff (organise training, study sessions, etc.);
- assist in the implementation of HRMIS (Human Resource Management Information System) (per request);
- assist in the implementation of the reform of the remuneration system (per request);
- support updating legislation in the areas of responsibility of the Ministry and subordinated CEBs according to the Law on administrative procedure;
- organise career days, presentations, conferences and other related events for the promotion of PAR and popularisation of civil service;
- assist in the formulation of the information policy and strategy in the field of public administration;
- participate in the development of working plans, roadmaps, strategies, project plans, and policy papers by the Ministry and CEBs subordinated to the Ministry;
- attract financing for the implementation of PAR & capacity building related initiatives;
- monitor and report to the donors/stakeholders on the status of the implementation of PAR related initiatives;
- support the process of selection of staff to RST, as well as professional development of RST experts (organise trainings, study sessions, etc.);
- other responsibilities as assigned by the RST Director.

The specified lists of the scope of work and services 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 Personnel Management, Economics, Law or other relevant field;
- a degree in Project Management, Business Administration, Public Administration/Public Affairs, Political Science, Public Policy is an advantage;
- experience in high-level negotiations, strong communication and presentation skills;
- 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, Excel, Word), Google Apps (Gmail, Calendar, Google Docs);
- fluency in Ukrainian and English.

5.2 Professional experience:

- More than 7 years of general professional experience;
- minimum 5 years of experience in Human Resource Management and/or in Public Administration (working for international organisations and/or international technical assistance projects would be an advantage);
- experience in initiating, developing and implementing reform programmes in public sector is an asset.

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 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.

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 February 06, 2025, 23:59 (Kyiv time) to recruitment.rstmctid@gmail.com

All submissions must include:

- completed [Application Form](#);
- candidate's Curriculum Vitae;
- [NDA form](#);
- contact details for three 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.