**Project Manager on Subsoil Reform (Category 1)**

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

The Reform Support Team (RST) at the Ministry of Environmental Protection and Natural Resources of Ukraine (MEPR) 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 assists the Ministry in the design and implementation of priority reforms. 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 MEPR’s priorities and relevant donor support.

RST experts in their work shall assist the Ministry in coordination of other technical assistance projects as well as ensure complementarity.

The Ministry has made the Subsoil Reform one of its top priorities and is committed to building a healthy and transparent system that will aim to make Ukraine adherent to the international standards. The reform aims to achieve the following objectives:

• Preparing the sector programming documents;

• Ensuring institutional capacity;

• Ensuring a better regulation and comprehensive legislative base.

1. **Position and reporting line**

The Project Manager on Subsoil Reform will work in close cooperation with responsible for the Reform MEPR Deputy Minister and State Service of Geology and Subsoil of Ukraine.

A highly qualified professional is needed in order to draft, supervise and support the necessary products (documents) related to the Subsoil Reform.

The Project Manager of the Subsoil Reform will be subordinated to the RST Director.

1. **Duration and proposed timeframe**

The initial consultancy assignment is expected to start on 8/03/2021 and has an estimated duration up to 2 months. This assignment has an opportunity for extension for another 12 months, subject to the donors funding availability and the consultant’s performance.

1. **Main Duties, Responsibilities and Deliverables**

**Main anticipated deliverables of the** **Reform**:

- Support the Ministry in ensuring coordination and communication with key international, national and regional partners, State Service of Geology and Subsoil of Ukraine and other stakeholders;

- Regular progress reports on reform development and implementation;

- Support and promote finalization of the Subsoil Code of Ukraine and development of the relevant sub-laws;

- Support to the Ministry in the development of strategic documents, plans, programs, monitoring the implementation of the Ukraine - EU Agreement and preparation of expert-analytical materials.

**Main Duties, Responsibilities**

a. Coordination and facilitation of reform implementation process

i. development of the sector’s reform agenda and work planning

ii. engagement of relevant stakeholders (experts, government officials, donors, etc.) to Working Group activities

iii. resolution of problems and obstacles encountered during implementation process, identifying and communicating important issues requiring decision of RST Director and/responsible for the Reform Deputy Minister

b. Working Groups support

i. project management support (development of project/reform implementation plan, risk management, change management, etc.)

ii. monitor and evaluate changes to laws and secondary legislation

iii. preparation of timely and quality reports and status updates on reform implementation progress.

1. **Qualifications, Skills and Experience**
   1. ***Qualifications and skills***:

* Master’s degree in geology, finance, economics, law, ecology, biology, chemistry, mathematics, physics or business administration
* Strong organizational management, communication and presentation skills
* PC literacy (PowerPoint, Project, Excel, Word; Visio is an asset)
* Fluency in Ukrainian and English
  1. ***Professional experience:***
* 10 years of general professional experience
* 5 years of experience in project management (preferably in public or business administration, business consulting or geology)
  1. ***Other experience:***
* Proven knowledge and professional experience in public management, experience with the reform implementation in Ukraine
* Experience with government entities and their mandate and processes is an asset
* Experience in leading multidisciplinary teams is an asset
* Prior experience of work in donor funded projects or in public authorities 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 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, 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 21 February 23.59 (Kyiv time), 2021 to [rst.mepr@gmail.com](mailto:rst.mepr@gmail.com) . All submissions must include a completed Application Form [*provide link to download*], 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.