**The Reform Support Team at the Ministry of Environmental Protection and Natural Resources of Ukraine is looking for the Project Manager on Public Administration Reform.**

The Reform Support Team (RST) at the Ministry of Environmental Protection and Natural Resources of Ukraine (MEPNR) is a group of Ukrainian professionals (non-civil servants) funded on a temporary basis through the Ukraine Reforms Architecture (URA)[[1]](#footnote-0) programme, that provides targeted technical support and assists the Ministry in the design and implementation of priority reforms.

The RST at the MEPNR was launched in 2017 to assist the Ministry with the implementation of priority reforms in the following areas: public administration reform, environmental control and assessment, waste management reform, forestry reform, subsoil reform, climate policy and EU Green Deal matters, industrial pollution reduction and air quality monitoring, sustainable management of water resources.

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

• optimize the organisational structure of the Ministry in line with the relevant policy framework established by the Government (Decision of 27 December 2017 "On the Concept of optimisation of central executive bodies");

• assess current HR practices and upgrade procedures and methodologies (recruitment, assessment and trainings, career development, remuneration) in line with the law "On Civil Service" and its secondary legislation;

• simplify and improve the efficiency of internal approval and decision-making processes in line with the applicable policy development framework.

We are continuing the competition for the position of Project Manager on Public Administration Reform.

Main duties and responsibilities of the Project Manager on Public Administration Reform will be:

* support and coordination of PAR process in the Ministry together with the State Secretary and Ministry staff and central executive bodies that are subordinated to the Ministry;
* communication and coordination with leadership of the Ministry and donor community, as well as other stakeholders on the PAR process in the Ministry;
* analytical support to the Ministry in the preparation of bylaws to comply with the Law on Administrative Procedure;
* support to the Ministry on the development of strategic, annual plans of the Ministry and central executive bodies that are subordinated to the Ministry, monitoring the implementation of these strategies and plans;
* data and information gathering, data integration and analysis related to PAR;
* drafting of evidence-based policy and legal reform proposals in compliance with OECD standards;
* support to training and capacity building within the Ministry and the RST;
* organizational support to the RST in the area of PAR, including but not limited to events, round tables, conferences and forums to engage stakeholders on key reform themes and policy proposals;
* preparation of timely and quality reports and status updates on implementation progress in the area of PAR;
* preparation of slides for presentations, infographics on the reform implementation progress;
* providing English-Ukrainian translation support (upon request).

The initial consultancy assignment is expected to start in December 2023 and has an estimated duration of 12 months. This assignment has an opportunity for extension, subject to the availability of donor funding, consultant’s performance, and the specific needs of the RST. The probation period is two months.

Potential candidates should send a full package of documents prepared in English (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) by December 03, 2023, 23:59 (Kyiv time) to the following address: rst.mepr@gmail.com. Candidates who submit an incomplete package of documents will not be considered.

Only short-listed applicants will be invited to the written test and interview.

The detailed Terms of Reference can be found below.

1. Ukraine Reforms 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 reform processes in Ukraine. URA is financed from the Ukraine Stabilisation and Sustainable Growth Multi-Donor Account (MDA) managed by the EBRD. 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. [↑](#footnote-ref-0)