**Project Manager on Public Administration 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 (MEPNR) 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 assist the Ministry in the design and implementation of priority reforms. The RST assists in filling the capacity gaps in the design and implementation of priority reform strategies and programs, while strengthening links and partnerships between the MEPNR’s priorities and relevant donor support.

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.

1. **Position and Reporting Line**

The Project Manager on PAR will work in close cooperation with MEPNR’s State Secretary. The PAR Project Manager will focus on the development of recommendations regarding optimization of the Ministry’s processes, functions and structure within the framework of Public Administration Reform, as well as other relevant documents in the field, including OECD recommendations.

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

1. **Duration and Proposed Timeframe**

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 donors funding availability, the consultant’s performance, and the specific needs of the RST.

1. **Main Duties and Responsibilities**

* 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).

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

* Master’s degree in Public Administration / Economics / Law / Business Administration Management / International Relations / Psychology / Philosophy, or another relevant field.
* Experience in high-level negotiations, excellent communication and presentation skills.
* Proven ability to lead a team of experts in donor-funded, business or public organizations.
* Strong analytical skills with the ability to interpret complex legal, commercial and financial information.
* Certifications and/or diplomas in the field of public administration is an asset.
* Impeccable ethical standards, great interpersonal and intercultural skills, capacity for assuming leadership, ability to work under pressure and meet tight deadlines.
* Fluency in Ukrainian and English.
* PC literacy.
  1. ***Professional Experience:***
* At least 7 years of general postgraduate professional experience.
* 5 years of experience in a relevant field (project management, public administration, HR management, etc).
  1. ***Other Experience:***
* Proven knowledge and professional experience in the preparation of legal acts, policy analysis and development of analytical materials in the field of public administration and/or human resource management, capacity building, e-governance.
* Experience with the reform implementation process in Ukraine, particularly public administration is an asset.
* Experience with government entities and their mandate and processes is an asset.
* Prior experience working in public service 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 Austria, 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 that 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 03 December 23.59 (Kyiv time), 2023 to [rst.mepr@gmail.com](mailto:rst.mepr@gmail.com) . All submissions must include a completed 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.

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