

**POSITION: *Senior Project Manager (Business Climate Improvement)***

ToR Date of Issuance: August 13, 2018

Due Date for Applications: August 27, 2018

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

The Reforms Delivery Office (RDO) is an advisory body to the Cabinet of Ministers of Ukraine, headed by the Minister of the Cabinet of Ministers of Ukraine, with focus on ensuring consistency of delivery of reforms across ministries and Public Administration Reform, in particular. RDO Consultants are a group of Ukrainian professionals (non-civil servants) funded by donors on a temporary basis to provide targeted technical support and assistance to the Secretariat of the Cabinet of Ministers of Ukraine and to the respective Ministries in the course of design and implementation of sectoral strategies and priority reforms.

The Senior Project Manager will ensure the coordination, monitoring and reporting of the Business Climate Improvement reform:

- Support approval in the Parliament of the draft laws on bankruptcy and draft law on Doing Business;
- Permanently organize informational support and advocacy for draft laws, registered in the Parliament and fulfill the Deregulation Plan and Doing Business Roadmap; Coordinate the fulfilling of the Deregulation plan, Doing Business Roadmap and Rolling Review on CMU level.

This position is funded by the EBRD managed Ukraine Stabilisation and Sustainable Growth Multi-Donor Account (MDA). The contributors are: Denmark, the European Union, Finland, France, Germany, Italy, Japan, the Netherlands, Poland, Sweden, Switzerland, the United Kingdom and the United States of America.

**2. Duration and proposed timeframe:**

Duration of the assignment is until October 31, 2018 (with discretionary extension up to June 30, 2019, which is subject to availability of the donor funding), with starting date no later than September 10, 2018.

**3. Main Duties and Responsibilities:**

- Coordinate and facilitate development, monitoring and control over delivery of the Business Climate Improvement reform;
- Project management support (development of project/reform implementation plan, risk management, change management, etc.);
- Timely escalate issues and red flags within reform development and delivery processes, provide regular progress reports to the Executive Director;
- Ensure visibility of the reform development and implementation.

**4. Main anticipated deliverables:**

- Draft law on Doing Business adoption supported in the Parliament;
- Draft law on bankruptcy adoption supported in the Parliament;
- Organized "Deregulation days" in the CMU with the main agenda on decisions aimed to

- fulfill Deregulation Plan, Doing Business Roadmap and Rolling Review outcomes;
- Regular progress reports on the Reform development and implementation;
  - Inputs to regular reports to the relevant stakeholders provided.

## **5. Qualifications, Skills and Experience:**

### **5.1 Qualifications and skills:**

- At least a Bachelor degree in finance, economics, business administration, law. Master degree is an asset;
- Strong organizational management, communication and presentation skills;
- PC literacy (PowerPoint, Project, Excel, Word; Visio is an asset);
- Fluency in oral and written Ukrainian and English.

### **5.2 General professional experience:**

- Preferably more than 10 years of general professional experience (minimum 5 years), preferably 5 years of experience in project management, public or business administration, consulting.

### **5.3 Specific professional experience:**

- Proven knowledge and professional experience in public administration, business development, change management, project management;
- Good understanding of regulations in Ukraine and best practices of deregulation and business climate improvement;
- Good understanding of reform agenda in Ukraine and of policy formulation process;
- Good understanding about government entities and their mandate and processes is an asset;
- Experience in leading multidisciplinary teams is an asset.

## **6. Indicative Performance criteria: (Key Performance Indicators - KPI)**

- % of tasks delivered within deadlines;
- Timely submission of regular performance reports.

## **7. Submissions**

Submissions must be prepared in English and delivered electronically by August 27, 2018 to the following address: [rdo@reforms.in.ua](mailto:rdo@reforms.in.ua)

All submissions must include:

- Filled Application Form;
- At least one professional reference letter (from the past supervisor / manager);
- Applicant's CV;

Only selected applicants will be invited for the interview.

## **8. Remuneration**

The salary rate will be determined based on the assessment of the quality and relevance of the professional experience and competencies of the candidate.