

RST Director – RST MoI

(Category 1+)

1. Objective(s) and linkages to Reforms

The Reform Support Team (RST) at the Ministry of Infrastructure of Ukraine (MoI) is a group of Ukrainian professionals (non-civil servants) funded on a temporary basis by the donors¹ that provides targeted technical support and assists in the design and implementation of priority reforms.

The RST at the MoI has been launched in 2016. In 2022 the decision has been made to merge the two RSTs under the URA programme – RST MinInfra and RST Ukravtodor respectively. It is expected that the merged RST will assist with the implementation of the following priority reforms:

- Public Administration Reform (PAR), Anti-Corruption and Capacity Building;
- Water Transport Reform;
- Road Sector Reform;
- Railway Sector Reform;
- Aviation Sector Reform;
- Tourism and Resorts Infrastructure Sector Development;
- Infrastructure Financing, Performance Based Budgeting;
- Infrastructure & Digital Transformation.

2. Position and reporting line

The RST Director among other main duties and responsibility defined in more details in the section of 4.1 of this ToR will be mainly responsible for (1) effective operational management of RST; (2) overall coordination and monitoring of the implementation of priority reforms in the MoI; (3) cooperation with donors and international financial institutions (IFIs).

The Director will be subordinated to the Minister and Deputy Ministers.

3. Duration and proposed timeframe

Duration of the assignment is until **August 31, 2022** with starting date no later than **01 of March 2022**. Subject to the availability of funding, the performance of the selected consultant and the specific needs of the RST, this appointment may be extended.

¹ It is financed from the Ukraine Stabilisation and Sustainable Growth Multi-Donor Account (MDA) managed by the EBRD. 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.

4. Main Duties, Responsibilities and Deliverables

4.1. Main Duties and Responsibilities

- Ensuring effective strategic and operational management of the RST:
 - overall resource planning, recruitment and management of the RST consultants;
 - coordination of work with the management of the ministry and related agencies;
 - acting as a key contact from RST for maintaining regular communications with international partner organisations and experts, notably with the EBRD and the EU Delegation;
 - project management, change management, quality and risk management.
- Overall coordination and monitoring of the implementation of reforms:
 - providing input to the development of work plans, policies, budgets and other key documents to facilitate the reforms process in the infrastructure sector;
 - proposing solutions to resolve problems and obstacles encountered during the reform implementation process in the infrastructure sector;
 - maintaining regular communication with relevant units of MoI, other ministries and agencies and the regional authorities, ensuring appropriate coordination and coherence among relevant programmes, projects and policies;
 - acting as a key contact from RST for supporting the Ministry and related agencies in the stakeholder coordination, meetings, working groups etc (including donors, government officials, associations, employers and others);
 - facilitating monitoring of progress and results within relevant programmes, projects and policies in the reform process in the infrastructure sector
 - overall coordination and monitoring of horizontal reforms implementation in the infrastructure sector, with the special focus on the road sector

4.2 Main Anticipated Deliverables

- Development of reform implementation plans;
- Ensuring integration of the RST's work with the agenda of MoI and related agencies and the team's alignment with its short-term priorities and plans;
- Recruitment of RST's consultants as required;
- Preparation of the regular progress reports on reform development and implementation;
- Implementation of the planned activities in line with the RST's Key Reforms Priorities plan.

5. Qualifications, Skills and Experience

5.1 Qualifications and skills:

- Master's degree in economics, finance, law, management or other related fields;
- Records and proven ability to lead a team of experts, in particular in donor-funded projects,

- business or public organizations;
- Impeccable ethical standards, outstanding leadership skills;
- Experience in high-level negotiations, strong organisational and communication skills;
- Strong analytical skills with the ability to interpret complex legal, commercial and financial information;
- PC literacy (PowerPoint, Project, Excel, Word, Visio);
- Excellent command of English and Ukrainian, both written and spoken.

5.2 Professional experience:

- Minimum of 10 years of general professional experience (working for international organisations and/or international technical assistance project would be an advantage), of which:
 - at least 3 years of proven managerial experience (minimum 5 subordinates) in organisation of comparable size;
 and
 - at least 5 years of proven experience in project management, public or business administration, consulting (related to the field of the assignment).

5.3 Other experience:

- Proven knowledge and professional experience in infrastructure sector, project management, public policy;
- Previous experience working for international companies/organisations;
- Familiarity with the current Ukraine's reform agenda, good understanding of policy formulation processes and policy dialogues;
- Experience in leading a experts' team and project delivery.

6. Indicative Performance Criteria: (Key Performance Indicators - KPI)

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

7. 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.

8. Submissions

Submissions must be prepared in English only and be delivered electronically **by 8 of February 2022** to the following address: hr.rst.miu@gmail.com.

All submissions must include:

- Completed, signed and scanned/photographed Application Form (please find it in the position announcement);
- Completed, signed and scanned/photographed Non-Disclosure Agreement Form (also in the position announcement)
- Applicant's CV;

- At least one Reference Letter from a recent supervisor/manager (in English, or Ukrainian with English translation), signed by the referee and scanned/photographed.
- 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.

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.

9. Selection Procedure

Following the evaluation of all applications received, selected candidates will be invited to the tests. Only shortlisted candidates will be invited to the interview.