



POSITION: Director (Category 1) - Management

1. Objective(s) and linkages to Reforms:

The Reform Support Team (RST) at the State Road Agency (Ukravtodor) 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 Agency 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 Ukravtodor's priorities and relevant donor support.

The Director of the RST (RST) will be subordinated to and coordinated by the Head of Ukravtodor.

The Director is responsible for (1) effective operational management of RST (2) overall coordination and monitoring of priority reforms implementation in Ukravtodor (3) Working Groups support (4) cooperation with donors and IFIs.

2. Duration and proposed timeframe:

Duration of assignment is until 30.04.2021 year with starting date not later than October 1, 2020, including a 2-month probation period.

Subject to the availability of funding, the performance of the selected consultant and the specific needs of the RST, this appointment may be extended.

3. Main Duties and Responsibilities:

- a. Ensuring effective strategic and operational management of RST:
 - i. overall resource planning, recruitment and management of RST staff;
 - ii. coordination of work with the management of the Ukravtodor, specifically with the Head of Ukravtodor on strategic planning;
 - iii. coordination of various stakeholders (donors, government officials, associations, employers and others);
 - iv. maintaining regular communications with international partner organisations and experts notably with the EBRD and the EU Delegation;
 - v. facilitating the work of international and local project experts.
- b. Overall coordination and monitoring of reforms implementation in the in the Ukravtodor:
 - i. development of work plans, budgets and other key documents in order to facilitate the reform projects;
 - ii. resolving problems and obstacles encountered during implementation reforms process;
 - iii. maintaining regular communication with relevant units of the Ukravtodor, other ministries and agencies and the regional authorities, ensuring appropriate coordination and coherence between various programmes, projects and policies;
 - iv. facilitating monitoring progress and results various programmes, projects and policies.
- c. Working Groups support:



- i. project management, change management, quality and risk management;
- ii. cooperation, coordination and control of Working Groups.

4. Main anticipated deliverables:

- Recruitment of all RST consultants;
- Development of Program / Plan of all Ukravtodor reforms;
- Launched Reform Council, a top-level reform discussion platform in Ukravtodor;
- Regular progress reports on reform development and implementation to the Reform Council and the donors;
- Development and implementation of the overall communication plan of Ukravtodor's reforms.

5. Qualifications, Skills and Experience:

5.1 Qualifications and skills:

- Impeccable ethical standards, outstanding leadership skills;
- Master's degree in economics/management or law; MBA would be an asset;
- Proven ability to lead a team of experts in donor-funded, business or public organizations;
- Experience in high-level negotiations, strong communication and presentation skills;
- Strong analytical skills with the ability to interpret complex legal, commercial and financial information;
- PC literacy;
- Certifications in the sphere of public finances or public administration is an asset;
- Fluency in Ukrainian and English.

5.2 General professional experience:

- More than 10 years of general professional experience, working for international organizations/companies is an asset;
- At least 5 years of proven managerial experience in project management, public or business administration, business consulting.

5.3 Specific professional experience:

- Proven knowledge and professional experience in road transport and project management;
- Familiarity with the reform agenda in Ukraine;
- Experience in leading multidisciplinary teams is an asset.

6. Assignment Value

The estimated monthly value of this consultancy position is in the region of EUR 1200 to EUR 1800. 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.

7. Submissions



Submissions must be prepared in English only and be delivered electronically by **September 8, 2020** to the following address: olena.viduta@gmail.com

All submissions must include a completed Application Form, the candidate's Curriculum Vitae and Reference Letter from a recent supervisor.

Only applications which have been submitted using the correct template and are completed will be considered.

8. Selection Procedure

Following the evaluation of all applications received, selected candidates will be invited to a brief written test covering both general and technical questions in both English and Ukrainian. Only short-listed candidates will be invited to an interview.