



## Description of responsibilities and requirements to qualifications, skills and experience of RST positions at the Ministry of Environment and Natural Resources of Ukraine

### ADMINISTRATIVE SUPPORT AND COMMUNICATIONS

**POSITION: Director (Category 1, Administrative Support)**

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

A Reform Support Team (RST) at the Ministry of Environment and Natural Resources of Ukraine (MENR) is a group of Ukrainian professionals (non-civil servants) funded on a temporary basis by the donors that provides targeted technical support and assists the Ministry 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 Ministry's priorities and relevant donor support.

The Director is responsible for (1) effective operational management of RST (2) overall coordination and monitoring of priority reforms implementation in MENR (3) Working Groups support (4) cooperation with donors and IFIs (5) donor coordination in the Ministry.

#### 2. Duration and proposed timeframe:

Duration of assignment is 1 year (with discretionary extension for additional 1 year, subject to availability of donor funding), including a 3-month probation period.

#### 3. Main Duties and Responsibilities:

- a. Ensuring effective operational management of RST
  - i. overall resource planning, recruitment and management of RST consultants
  - ii. cooperation and coordination of various stakeholders (donors, experts, government officials, etc.)
- b. Overall coordination, supervision and monitoring of priority reforms implementation
  - i. coordination and facilitation of all reform teams, ensuring active engagement of relevant stakeholders (incl. MENR staff)
  - ii. take over donor coordination in the Ministry
  - iii. development of work plans, scopes, budgets and other key documents in order to facilitate the reform projects
  - iv. resolving problems and obstacles encountered during implementation process
- c. Working Groups support
  - i. project management, change management, quality and risk management
  - ii. cooperation, coordination and control of Working Groups

The Director of the RST will be subordinated to the Minister and coordinated by the EU Affairs Deputy Minister. Director should report to them as well as to the EBRD and other donors on the PMO activities and results.



#### **4. Main anticipated deliverables:**

- Recruitment of all RST consultants
- Development of Program / Plan of all MENR reforms
- Launched Reform Council, a top-level reform discussion platform in the MENR
- Regular progress reports on reform development and implementation to the Reform Council and the donors
- Overall communication plan of MENR reform developed and implemented

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

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

- Impeccable ethical standards, outstanding leadership skills
- Master's degree in economics, finance, law or management
- 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
- Prior experience of work in public services reform team is a plus

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

- Preferably more than 5 years of managerial experience in project management (preferably in public or business administration, business consulting)
- Proven knowledge and professional experience in project management or finances
- Familiarity with the reform agenda in Ukraine
- Experience in leading multidisciplinary teams is an asset

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

- Tasks delivered within deadlines
- Timely submission of monthly performance reports

#### **7. Submissions**

Submissions must be prepared in English and delivered electronically by July 30, 2017 to the following address: [rst@menr.gov.ua](mailto:rst@menr.gov.ua)

All submissions must include:



- Filled Application Form
- At least one professional reference letter (from the past supervisor / manager)
- Applicant's CV
- Expected salary range (for information only)

Only complete submissions, containing the above, can be considered. Selected applicants will be invited to the interview.

## **8. Remuneration**

The proposed RST Member Gross pay range for Category 1 positions is EUR 1200 – 1800. The exact rate will be made by the Recruitment Committee comprised of representatives of the Ministry of Environment and Natural Resources of Ukraine and international donors.



**POSITION: *Communications expert (Category 3, Communications)***

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

Communication is an indispensable part of the reforms process. Consistent and comprehensive communication is needed to ensure public awareness and understanding of MENR and RST's efforts and to fuel civil society's action in supporting reforms process.

Qualified communication professional is needed in order to strengthen MENR's Press Office and support Ministry's communications efforts. Not sufficient institutional capacity in the Ministry does not allow Press Office to concentrate on reforms communications to the extent needed for changing overall public perception.

Communication activities of RST will be carried out through the officials MENR channels and will strengthen the public presence of the Ministry and its speakers.

A Communications expert will work in close cooperation with MENR's Press Office whereas Ministry's Press Secretary will be responsible for aligning communications objectives of all the parties involved.

**2. Duration and proposed timeframe:**

Duration of assignment is 1 year (with discretionary extension for additional 1 year, also subject to availability of donor funding), including a 3-month probation period.

**3. Main Duties and Responsibilities:**

*Communicating reforms progress in all the fields defined as priority by RST:*

- a. In cooperation with the Ministry's Press-Secretary regularly updating Ministry's communications plan
- b. Proactively planning and suggesting reforms related communications materials (e.g. press-releases, info sheets, op-eds, etc.)
- c. Organizing public events for Ministry's speakers reporting on reforms progress
- d. Organizing off-the-record events with major economic media for RST employees
- e. Engagement of the relevant experts and civil activists to publicly assess Ministry's reforms progress.

The Communications expert will be subordinated to the RST Director and should report to him/her.

**4. Main anticipated deliverables:**

- Overall communication plan of Ministry's reform updated and implemented
- Regular progress reports on reforms communication
- All priority reforms are regularly covered in media

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

**5.1 Qualifications and skills:**

- At least a Bachelor degree in economics, political science or international relations. Master's degree is an asset



- Strong analytical, communication and presentation skills
- PC literacy (advanced PowerPoint, Project, Excel, Word skills; Visio is an asset)
- Fluency in Ukrainian and English

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

- More than 5 years of general professional experience
- Prior experience of work in public services reform team is a plus

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

- Preferably more than 3 years of experience in communications, journalism or marketing. Proven knowledge and professional experience in communications
- Good understanding of ecology and familiarity with the reform agenda in Ukraine
- Experience of consulting government agencies in communications will be an asset

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

- Tasks delivered within deadlines
- Timely submission of monthly performance reports

#### **7. Submissions**

Submissions must be prepared in English and delivered electronically by July 30, 2017 to the following address: [rst@menr.gov.ua](mailto:rst@menr.gov.ua)

All submissions must include:

- Filled Application Form
- At least one professional reference letter (from the past supervisor/manager)
- Applicant's CV
- Expected salary range (for information only)

Only complete submissions, containing the above, can be considered. Selected applicants will be invited to the interview.

#### **8. Remuneration**

The proposed RST Member Gross pay range for Category 3 positions is EUR 400 – 1000. The exact rate will be made by the Recruitment Committee comprised of representatives of the Ministry of Environment and Natural Resources of Ukraine and international donors.



**POSITION: Designer (Category 3, Administrative Support, Communications)**

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

A Reform Support Team (RST) at the Ministry of Environment and Natural Resources of Ukraine is a group of Ukrainian professionals (non-civil servants) funded on a temporary basis by the donors that provides targeted technical support and assists the Ministry 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 Ministry's priorities and relevant donor support.

Ministry identified top priorities under the Government short- and mid-term priorities for 2017-2019 and is committed to building a healthy and transparent system that will aim to make Ukraine adherent to the international standards. These priorities are:

- Reform of the Environment Control Monitoring and Liability system
- Reform of the subsurface sector
- E-governance and Anticorruption
- Public Administration Reform
- New water management quality
- New Climate Policy
- Waste Management Reform
- Emission Reduction for Large Combustion Plants (LCP) and correspondent support in implementing EU Industrial Emission Directive

All these priorities are linked to the international obligations of Ukraine. Thus, a Designer is vitally needed to support the Government of Ukraine, in particular the Ministry and the Secretariat to Reform Council in the Ministry, in the implementation of the Government short- and mid-term priorities for 2017-2019 in compliance with the EU legislation and under the EU-Ukraine Association Agreement.

A highly qualified professional is needed in order to prepare infographics, web design, IT tools design for the necessary products related reform priorities of the Ministry. Fulfilment of this function by the ministry personnel is not possible due to the limited number of civil servants with competences of best corporate governance standards and practices, and ability to adopt them in Ukraine.

**2. Duration and proposed timeframe:**

Duration of assignment is 1 year (with discretionary extension for additional 1 year, also subject to availability of donor funding), including a 3-month probation period.

**3. Main Duties and Responsibilities:**

*Support to the Secretariat to Reform Council in the Ministry, RST Director and its Deputy*

- preparation of the design for the web site of the Ministry, IT tools in the Ministry
- preparation of slides for presentations, infographics

The Designer will be subordinated to the RST Director and should report to him/her.



#### **4. Main anticipated deliverables:**

- Regular progress reports on design
- All priority reforms and products are covered with visual design

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

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

- At least a Bachelor degree in IT, design, marketing. Master's degree is an asset
- Strong analytical, communication and presentation skills
- PC literacy (advanced PowerPoint, Project, Excel, Word skills; Visio is an asset)
- Fluency in Ukrainian and English

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

- More than 5 years of general professional experience

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

- Preferably more than 3 years of experience in communications, journalism or marketing
- Proven knowledge and professional experience in IT, web design
- Good understanding of design and familiarity with the reform agenda in Ukraine
- Experience of consulting government agencies in communications will be an asset

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

- Tasks delivered within deadlines
- Timely submission of monthly performance reports

#### **7. Submissions**

Submissions must be prepared in English and delivered electronically by July 30, 2017 to the following address: [rst@menr.gov.ua](mailto:rst@menr.gov.ua)

All submissions must include:

- Filled Application Form
- At least one professional reference letter (from the past supervisor/manager)
- Applicant's CV
- Expected salary range (for information only)

Only complete submissions, containing the above, can be considered. Selected applicants will be invited to the interview.

#### **8. Remuneration**

The proposed RST Member Gross pay range for Category 3 positions is EUR 400 – 1000. The exact rate will be made by the Recruitment Committee comprised of representatives of the Ministry of Environment and Natural Resources of Ukraine and international donors.



## **REFORM: PUBLIC ADMINISTRATION REFORM**

**POSITION: Deputy Director / PAR Project Manager (Category 1)**

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

A Reform Support Team (RST) at the Ministry of Environment and Natural Resources of Ukraine (MENR) is a group of Ukrainian professionals (non-civil servants) funded on a temporary basis by the donors that provides targeted technical support and assists the Ministry 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 Ministry's priorities and relevant donor support.

The Deputy Director of the RST Project Management Office (RST PMO) will be subordinated to the Minister and RST Director, and coordinated by the State Secretary.

Public administration reform is a major reform in Ukraine for effective governance is a major factor in the country's competitiveness. According to the Index of world competitiveness of the World Economic Forum (2016) among 140 countries Ukraine ranked 130 place in the category of "government effectiveness" and 98th place for "transparency of public policy." MENR needs improvement of strategic planning, monitoring and evaluation, introduction of electronic document management system.

The Deputy Director will focus on introduction of modern HR business processes and practices in the MENR and development of recommendations regarding optimization of the Ministry's processes, function and structure within the framework of Public Administration Reform Strategy for the period of 2016-2020, as well as the Concept of Reform Staff Positions adopted by the Government on 11 November 2016. Develop training plan to increase high performance, continuous improvement and development of key staff of the Ministry.

The Deputy Director is responsible for (1) operational management of RST, in absence of the Director of RST, (2) coordination and monitoring of priority reforms implementation in MENR (3) Working Groups support (4) cooperation with donors and IFIs (5) public administration reform in MENR.

### **2. Duration and proposed timeframe:**

Duration of assignment is 1 year (with discretionary extension for additional 1 year, also subject to availability of donor funding), including a 3-month probation period.

### **3. Main Duties and Responsibilities:**

- a. Ensuring effective operational management of RST
  - i. overall resource planning, recruitment and management of RST consultants
  - ii. cooperation and coordination of various stakeholders (donors, experts, government officials, etc.)
- b. Overall coordination, supervision and monitoring of priority reforms implementation
  - i. coordination and facilitation of all reform teams, ensuring active engagement of relevant stakeholders (incl. MENR staff)





- ii. development of work plans, scopes, budgets and other key documents in order to facilitate the reform projects
- iii. resolving problems and obstacles encountered during implementation process
- c. Working Groups support
  - i. project management, change management, quality and risk management
  - ii. cooperation, coordination and control of Working Groups
- d. Implementation of the Public Administration Reform in the Ministry, in particular:
  - i. Development of the transformation program for Ministry apparatus capacity and productivity building based on appropriate institutional analysis
  - ii. Optimize organizational structure of the Ministry and updated Ministry staff in line with the objectives of the PAR Strategy and applicable government rules on this subject
  - iii. Support the implementation of the Concept of Reform Staff Positions adopted by the Government on 11 November 2017
  - iv. Analysis of the training needs for the Ministry staff and introduction of new HR business processes (trainings, career development, remuneration) in line with the new law "On civil service" and its applicable sub legislation
  - v. Development and improvement of the KPI assessment system and incentives applicable, particularly, for holders of Reform Staff Positions
  - vi. Development of the Concept and action Plan which help to simplify the internal approval processes at the Ministry
  - vii. Providing all necessary support required to ensure implementation of the new regulation developed under reform priority area, including but not limited to the laws, concepts, programs and secondary legislation
  - viii. Improvement of the processes on the preparation of policy proposals, policy documents and legislative acts in the Ministry.

#### **4. Main anticipated deliverables:**

- Developed transformation program for the Ministry's capacity and productivity building based on the findings of the functional review of the Ministry
- Implementation of the Concept of Reform Staff Positions adopted by the Government on 11 November 2016
- Optimized organizational structure of the Ministry to increase efficiency of decision-making processes
- Developed training program for the Ministry staff, including for holders of Reform Staff Positions
- Improved KPI assessment system and incentives applicable, including for holders of Reform Staff Positions
- Analysis of the internal approval processes of the Ministry and developing an action plan for optimizing them. Recruitment of all RST consultants
- Development of Program / Plan of all MENR reforms, in particular on PAR
- Regular progress reports on reform development and implementation to the Reform Council and the donors
- Overall communication plan of MENR reform developed and implemented



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

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

- Impeccable ethical standards, outstanding leadership skills
- Master's degree in economics, finance, law or management
- 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
- Prior experience of work in public services reform team is a plus

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

- Preferably more than 5 years of proven managerial experience in project management (preferably in public or business administration, business consulting or HR)
- Familiarity with the public administration reform agenda in Ukraine, good understanding of policy formulation process is an asset
- Experience with 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)**

- Tasks delivered within deadlines
- Timely submission of monthly performance reports

## **7. Submissions**

Submissions must be prepared in English and delivered electronically by July, 02, July 302017 to the following address: rst@menr.gov.ua

All submissions must include:

- Filled Application Form
- At least one professional reference letter (from the past supervisor / manager)
- Applicant's CV
- Expected salary range (for information only)

Only complete submissions, containing the above, can be considered. Selected applicants will be invited to the interview.

## **8. Remuneration**

The proposed RST Member Gross pay range for Category 1 positions is EUR 1200 – 1800. The exact rate will be made by the Recruitment Committee comprised of representatives of the Ministry of Environment and Natural Resources of Ukraine and international donors.



## **POSITION: HR Manager (*Category 2, Public Administration Reform*)**

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

A Reform Support Team (RST) at the Ministry of Environment and Natural Resources of Ukraine is a group of Ukrainian professionals (non-civil servants) funded on a temporary basis by the donors that provides targeted technical support and assists the Ministry 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 Ministry's priorities and relevant donor support.

Public Administration Reform is part of the Government short- and mid-term priorities for 2017-2019. The Ministry has made Public Administration Reform one of its top priorities and is committed to building a healthy and transparent system that will aim to make Ukraine adherent to the international standards. The reform aims to achieve 4 objectives:

- Optimizing the organisational structure of the Ministry in line with the relevant policy framework established by the Government
- Assessing the current HR practices and upgrade procedures and methodologies (recruitment, assessment and trainings, career development, remuneration) in line with the new law "On Civil Service" and its secondary legislation
- Renewing the key Ministry staff as part of the implementation of the Concept of Reform Staff Positions approved on 11 November 2016
- Simplifying and improving the efficiency of internal approval and decision-making processes in line with the applicable policy development framework.

Main anticipated deliverables for this reform include legislative drafts (by-laws), comments, analyses and proposals for:

- New organizational structure of the Ministry
- Internal communication in the Ministry
- New HR business processes
- New decision –making and other processes in the Ministry.

An HR Manager is vitally needed to support the Government of Ukraine and in particular the Ministry in the fulfilment of the Public Administration Reform, especially in implementation of the Government short-term and midterm priorities for 2017-2019 and the EU-Ukraine Association Agreement.

A highly qualified professional is needed in order to draft, supervise and support the necessary products (documents) related to the Public Administration Reform. Fulfilment of this function by the ministry personnel is not possible due to lack of civil servants' competence of best corporate governance standards and practices, and ability to adopt them in Ukraine.

### **2. Duration and proposed timeframe:**

Duration of assignment is 1 year (with discretionary extension for additional 1 year, also subject to availability of donor funding) including a 3-month probation period.

### **3. Main Duties and Responsibilities:**

*Support to Working Groups and Deputy Director of RST*



- data and information search, integration and analysis
- drafting of evidence-based policy and legal reform proposals in compliance with the OECD Standards
- support for training and capacity building of Reform teams
- project management support (development of project/reform implementation plan, risk management, change management, etc.)
- organizational and logistical support to Reform team (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
- preparation of slides for presentations, infographics

The HR manager will be subordinated to the Deputy Director of the RST Project Management Office (RST PMO).

#### **4. Main anticipated deliverables:**

- Regular progress reports on reform development and implementation
- New organizational structure of the Ministry is set
- Internal communication in the Ministry is improved
- New HR business processes are in action
- Project management and change management practices are introduced
- Efficient decision-making system in the Ministry is working.

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

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

- Master's degree in law, public administration, economics
- Strong analytical, communication and presentation skills
- PC literacy (advanced PowerPoint, Project, Excel, Word skills; Visio is an asset)
- Fluency in Ukrainian and English

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

- More than 10 years of general professional experience;
- Prior experience of work in public services reform team is a plus.

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

- Preferably more than 5 years of experience in the project management (preferably in law, public administration, HR management)
- Proven knowledge and professional experience in legal acts elaboration
- Experience with the reform implementation in Ukraine, especially as related to the Public Administrations a plus
- Experience with government entities and their mandate and processes is an asset.



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

- Tasks delivered within deadlines
- Timely submission of monthly performance reports

## **7. Submissions**

Submissions must be prepared in English and delivered electronically by July, 02, July 30 2017 to the following address: rst@menr.gov.ua

All submissions must include:

- Filled Application Form
- At least one professional reference letter (from the past supervisor / manager)
- Applicant's CV
- Expected salary range (for information only)

Only complete submissions, containing the above, can be considered. Selected applicants will be invited to the interview.

## **8. Remuneration**

The proposed RST Member Gross pay range for Category 2 positions is EUR 800 – 1400. The exact rate will be made by the Recruitment Committee comprised of representatives of the Ministry of Environment and Natural Resources of Ukraine and international donors.



## REFORM: E-GOVERNANCE AND ANTICORRUPTION

**POSITION: *Analyst (Category 3, E-governance and Anticorruption) – 2 positions***

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

A Reform Support Team (RST) at the Ministry of Environment and Natural Resources of Ukraine is a group of Ukrainian professionals (non-civil servants) funded on a temporary basis by the donors that provides targeted technical support and assists the Ministry 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 Ministry's priorities and relevant donor support.

E-governance and Anticorruption is part of the Government short- and mid-term priorities for 2017-2019. The Ministry has made E-governance and Anticorruption one of its top priorities and is committed to building a healthy and transparent system that will aim to make Ukraine adherent to the EU acquis and international standards. The reform aims to achieve 3 objectives:

- Contributing to the implementation of the concept of e-services development adopted in November 2016, in close cooperation with the Ministry of Economic Development and Trade, E-governance Agency and other stakeholder
- Designing and starting Implementation of environment Monitoring IT tools, i.e. Single Environmental System which include a central component of geospatial information-analytical system
- Introducing the electronic document flow system and improving of document flow processes in line with the general government policy & in close cooperation with SCMU & E-governance Agency

Main anticipated deliverables for this reform include:

- Creation of Information portal
- Mapping service of geoinformation on the Website
- Creation of Mobile application
- Creation of the Portal of electronic administrative services
- Creation of the Ministry IT management system
- Central component of geospatial information-analytical system Ministry of Ecology
- Finalization of Concept of Environmental Monitoring and ToR for its preparation
- Establishment of electronic document flow system.

An Analyst on E-governance and Anticorruption is vitally needed to support the Government of Ukraine and in particular the Ministry in the fulfilment on E-governance and Anticorruption, especially in implementation of the Government short- and mid-term priorities for 2017-2019 in compliance with the EU legislation and under the EU-Ukraine Association Agreement.

A highly qualified professional is needed in order to draft and revise laws, sub-laws, concepts and other related documents in compliance with the EU acquis, supervise and support the necessary products (documents) related to the E-governance and Anticorruption. Fulfilment of this function by the ministry personnel is not possible due to the limited number of civil servants with competences of best corporate governance standards and practices, and ability to adopt them in Ukraine.



## **2. Duration and proposed timeframe:**

Duration of assignment is 1 year (with discretionary extension for additional 1 year, also subject to availability of donor funding), including a 3-month probation period.

## **3. Main Duties and Responsibilities:**

*Support to Working Groups and Legal Approximation Expert*

- data and information search, integration and analysis
- support for training and capacity building of Reform teams
- project management support
- organizational and logistical support to Reform team (events, round tables, conferences and forums to engage stakeholders on key reform themes and policy proposals)
- preparation of slides for presentations, infographics

The Analyst will be subordinated to the Director of the RST Project Management Office (RST PMO).

## **4. Main anticipated deliverables:**

- Assist in creation of Information portal; mapping service of geoinformation on the Website; creation of Mobile application; creation of the Portal of electronic administrative services; creation of the Ministry IT management system; electronic document flow system.
- Prepared slides for presentations, infographics on E-governance and Anticorruption
- Regular progress reports on reform development and implementation.

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

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

- Master's degree in political science, public policy, computer science, IT or related;
- Strong analytical, communication and presentation skills
- PC literacy (advanced PowerPoint, Project, Excel, Word skills; Visio is an asset)
- Fluency in Ukrainian and English

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

- More than 5 years of general professional experience,
- Prior experience of work in public services reform team is a plus

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

- Preferably more than 3 years of relevant experience, expertise in IT sector would be considered as an advantage
- Proven knowledge and professional experience in IT tools developments, data collection and analysis
- Experience with the reform implementation in Ukraine is a plus



- Experience with government entities and their mandate and processes is an asset

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

- Tasks delivered within deadlines
- Timely submission of monthly performance reports

## **7. Submissions**

Submissions must be prepared in English and delivered electronically by July, 02, 2017 to the following address: [rst@menr.gov.ua](mailto:rst@menr.gov.ua)

All submissions must include:

- Filled Application Form
- At least one professional reference letter (from the past supervisor / manager)
- Applicant's CV
- Expected salary range (for information only)

Only complete submissions, containing the above, can be considered. Selected applicants will be invited to the interview.

## **8. Remuneration**

The proposed RST Member Gross pay range for Category 3 positions is EUR 400 – 1000. The exact rate will be made by the Recruitment Committee comprised of representatives of the Ministry of Environment and Natural Resources of Ukraine and international donors.





**POSITION: Legal Approximation Expert (Category 2, E-governance and Anticorruption)**

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

A Reform Support Team (RST) at the Ministry of Environment and Natural Resources of Ukraine is a group of Ukrainian professionals (non-civil servants) funded on a temporary basis by the donors that provides targeted technical support and assists the Ministry 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 Ministry's priorities and relevant donor support.

E-governance and Anticorruption is part of the Government short- and mid-term priorities for 2017-2019. The Ministry has made E-governance and Anticorruption one of its top priorities and is committed to building a healthy and transparent system that will aim to make Ukraine adherent to the EU acquis and international standards. The reform aims to achieve 3 objectives:

- Contributing to the implementation of the concept of e-services development adopted in November 2016, in close cooperation with the Ministry of Economic Development and Trade, E-governance Agency and other stakeholder
- Designing and starting Implementation of environment Monitoring IT tools, i.e. Single Environmental System which include a central component of geospatial information-analytical system
- Introducing the electronic document flow system and improving of document flow processes in line with the general government policy & in close cooperation with SCMU & E-governance Agency.

Main anticipated deliverables for this reform include:

- Creation of Information portal
- Mapping service of geoinformation on the Website
- Creation of Mobile application
- Creation of the Portal of electronic administrative services
- Creation of the Ministry IT management system
- Central component of geospatial information-analytical system Ministry of Ecology
- Finalization of Concept of Environmental Monitoring and ToR for its preparation
- Establishment of electronic document flow system.

A Legal Approximation Expert on E-governance and Anticorruption is vitally needed to support the Government of Ukraine and in particular the Ministry in the fulfilment of the E-governance and Anticorruption, especially in implementation of the Government short- and mid-term priorities for 2017-2019 in compliance with the EU legislation and under the EU-Ukraine Association Agreement.

A highly qualified professional is needed in order to draft and revise laws, sub-laws, concepts and other related documents in compliance with the EU acquis, supervise and support the development of various documents related to the Reform of the Subsurface Sector. Fulfilment of this function by the ministry personnel is not possible due to the limited number of civil servants with competences of best corporate governance standards and practices, and ability to adopt them in Ukraine. Fulfilment of this function by the ministry personnel is



not possible due to the limited number of civil servants with competences of best corporate governance standards and practices, and ability to adopt them in Ukraine.

## **2. Duration and proposed timeframe:**

Duration of assignment is 1 year (with discretionary extension for additional 1 year, also subject to availability of donor funding) including a 3-month probation period.

## **3. Main Duties and Responsibilities:**

### *Support to Working Groups and Project Manager*

- data and information search, integration and analysis, including the EU legislation
- drafting of evidence-based policy and legal reform proposals in compliance with the EU acquis
- support for training and capacity building of Reform teams
- project management support (development of project/reform implementation plan, risk management, change management, etc.)
- organizational and logistical support to Reform team (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
- preparation of slides for presentations, infographics

The Legal Approximation Expert will be subordinated to the Director of the RST Project Management Office (RST PMO).

## **4. Main anticipated deliverables:**

- Regular progress reports on reform development and implementation
- The necessary draft legislation in order to create Information portal, electronic document flow system, Ministry IT management system, Portal of electronic administrative services similar to those in the EU Member States is elaborated
- Concept of Environmental Monitoring and ToR for its preparation is finalised.

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

### **5.4 Qualifications and skills:**

- Master's degree in law
- Strong analytical, communication and presentation skills
- PC literacy (advanced PowerPoint, Project, Excel, Word skills; Visio is an asset)
- Fluency in Ukrainian and English

### **5.5 General professional experience:**

- More than 10 years of general professional experience
- Prior experience of work in public services reform team is a plus.



### **5.6 Specific professional experience:**

- Preferably more than 5 years of experience in project management (preferably in law, public administration, legal expertise)
- Proven knowledge and professional experience in legal acts elaboration as well as their expertise on EU compatibility
- Experience with the reform implementation in Ukraine, especially as related to E-governance and Anticorruption is a plus
- Experience with government entities and their mandate and processes is an asset

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

- Tasks delivered within deadlines
- Timely submission of monthly performance reports

### **7. Submissions**

Submissions must be prepared in English and delivered electronically by July 30, 2017 to the following address: [rst@menr.gov.ua](mailto:rst@menr.gov.ua)

All submissions must include:

- Filled Application Form
- At least one professional reference letter (from the past supervisor / manager)
- Applicant's CV
- Expected salary range (for information only)

Only complete submissions, containing the above, can be considered. Selected applicants will be invited to the interview.

### **8. Remuneration**

The proposed RST Member Gross pay range for Category 2 positions is EUR 800 – 1400. The exact rate will be made by the Recruitment Committee comprised of representatives of the Ministry of Environment and Natural Resources of Ukraine and international donors.



## REFORM: ENVIRONMENT CONTROL, MONITORING AND LIABILITY SYSTEM

### POSITION: *Project Manager (Category 1)*

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

A Reform Support Team (RST) at the Ministry of Environment and Natural Resources of Ukraine is a group of Ukrainian professionals (non-civil servants) funded on a temporary basis by the donors that provides targeted technical support and assists the Ministry 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 Ministry's priorities and relevant donor support.

Reform of the Environment Control Monitoring and Liability System is a part of the Government short-term and midterm priorities for 2017-2019. The Ministry has made the Reform of the Environment Control Monitoring and Liability system one of its top priorities and is committed to building a healthy and transparent system that will aim to make Ukraine adherent to the international standards. The reform aims to achieve the following objectives:

- Enhancing Public management in the field of environmental protection, in line with the PAR principles
- Establishing the new staff policy in environmental protection
- Supporting the Ministry in establishing a new State Environmental Protection Service of Ukraine and prepare relevant documents
- Funding the liquidation of SEI and establish of the State Environmental Protection Service of Ukraine
- Preparing set up of a new monitoring system in SEPSU
- Preparing options for the financing of SEPSU including international technical and donor assistance for the SEPSU establishment
- Regulatory activity: preparing and supporting the adoption of a number of new laws and amendments to existing laws
- Creating a system to access environmental information
- Reforming the inspection functioning and development of a training plan for SEPSU.

Main anticipated deliverables for this reform include:

- Adoption of the concept of reforming of the system of state Environmental supervision (control)
- Preparation and adoption of the Statute of the State Environmental Protection Service of Ukraine (SEPSU)
- Preparation and adoption of the decree of CMU "On liquidation of the State Environmental Inspection of Ukraine"
- Approval of the "Regulations on the State Environmental Service of Ukraine and its maximum number of staff"
- Submission to the Government of the Amendments to the Law of Ukraine "On Environmental Protection", Law of Ukraine "On local government in Ukraine", the Law of Ukraine "On local state administrations" to transfer some functions of environmental control of local governments and communities, the right in the formation of a list of public environmental inspectors, cancellation of approval on appointments and dismissals of heads of local SEPSU units



- Formation of prestigious and a new content environmental protection
- Draft amendments to the Law of Ukraine "On Environmental Protection", concerning the powers and functions on monitoring of SEPSU
- Preparation and adoption of the decree of the CMU "On approval of guidelines for the monitoring of the environment by an enterprises, institutions and organizations whose activities or results of activities may lead to a deterioration in environmental conditions"
- Raise funds from international donors for establishment of a modern material and technical base for the SEPSU
- Preparation and adoption of the amendments to the "Code of Ukraine on Administrative Offences", to increase fines for violations of environmental laws by citizens and business entities
- Preparation and adoption of the amendments to the decree of CMU dated 19 March 2008 # 212 "On approval of criteria for environmental risk-assessment approach to supervision (control)"
- Development of a new and amendment of existing decree of CMU "The methods of calculating reimbursement of damages to the state caused by violation of legislation on protection and rational use of water resources, fauna, mineral resources, pollution of land, air, surface water"
- Creation of a system of access to environmental information
- The change of status of the inspection functioning, order of recruitment and empowerment of public inspectors for environmental protection - "Environmental sheriffs"
- Development of an internal concept and tools for better integration of environment and climate issues into other policies.

A Project Manager on the Environment Control is vitally needed to support the Government of Ukraine and in particular Ministry in the fulfilment of the Reform of the Environment Control Monitoring and Liability System.

A highly qualified professional is needed in order to draft, supervise and support the necessary products (documents) related to the Reform of the Environment Control Monitoring and Liability System. Fulfilment of this function by the ministry personnel is not possible due to the limited number of civil servants with competences of best corporate governance standards and practices, and ability to adopt them in Ukraine.

## **2. Duration and proposed timeframe:**

Duration of assignment is 1 year (with discretionary extension for additional 1 year, also subject to availability of donor funding) including a 3-month probation period.

## **3. Main Duties and Responsibilities:**

### *a. Coordination and facilitation of reform implementation process*

- i. development of the sector's reform agenda and work planning
- ii. engagement of relevant stakeholders (experts, government officials, donors, etc.) to Working Group activities
- iii. resolution of problems and obstacles encountered during implementation process, identifying and communicating important issues requiring decision of RST Director and/or Reform Council



- iv. mentoring the team of analysts and coordination of lawyers assigned to the project

*b. Working Groups support*

- i. project management support (development of project/reform implementation plan, risk management, change management, etc.)
- ii. Manage changes to laws and secondary legislation
- iii. preparation of timely and quality reports and status updates on reform implementation progress to the Minister and RST Director, as well as for publication

The Project Manager will be subordinated to the Director of the RST Project Management Office (RST PMO).

**4. Main anticipated deliverables:**

- Regular progress reports on reform development and implementation
- The new staff policy in environmental protection is established
- The State Environmental Protection Service of Ukraine is established
- Monitoring system in SEPSU is organised
- A number of new laws and amendments to existing laws were prepared and passed
- A system to access environmental information is created

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

**5.1 Qualifications and skills:**

- Master's degree in finance, economics, law, or business administration
- Strong organizational management, communication and presentation skills
- PC literacy (PowerPoint, Project, Excel, Word; Visio is an asset)
- Fluency in Ukrainian and English

**5.2 General professional experience:**

- More than 10 years of general professional experience
- Prior experience of work in public services reform team is a plus

**5.3 Specific professional experience:**

- Preferably more than 5 years of experience in project management (preferably in public or business administration, business consulting)
- Proven knowledge and professional experience in public management
- Experience with the reform implementation in Ukraine, especially as related to the Environment Control Monitoring and Liability System is a plus
- Experience with 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)**

- Tasks delivered within deadlines
- Timely submission of monthly performance reports

## **7. Submissions**

Submissions must be prepared in English and delivered electronically by July 30, 2017 to the following address: [rst@menr.gov.ua](mailto:rst@menr.gov.ua)

All submissions must include:

- Filled Application Form
- At least one professional reference letter (from the past supervisor / manager)
- Applicant's CV
- Expected salary range (for information only)

Only complete submissions, containing the above, can be considered. Selected applicants will be invited to the interview.

## **8. Remuneration**

The proposed RST Member Gross pay range for Category 1 positions is EUR 1200 – 1800. The exact rate will be made by the Recruitment Committee comprised of representatives of the Ministry of Environment and Natural Resources of Ukraine and international donors.





**POSITION: *Lawyer (Category 2, Reform of the Environment Control Monitoring and Liability System)***

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

A Reform Support Team (RST) at the Ministry of Environment and Natural Resources of Ukraine is a group of Ukrainian professionals (non-civil servants) funded on a temporary basis by the donors that provides targeted technical support and assists the Ministry 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 Ministry's priorities and relevant donor support.

Reform of the Environment Control Monitoring and Liability System is a part of the Government short- and mid-term priorities for 2017-2019. The Ministry has made the Reform of the Environment Control Monitoring and Liability system one of its top priorities and is committed to building a healthy and transparent system that will aim to make Ukraine adherent to the international standards. The reform aims to achieve the following objectives:

- Enhancing Public management in the field of environmental protection, in line with the PAR principles
- Establishing the new staff policy in environmental protection
- Supporting the Ministry in establishing a new State Environmental Protection Service of Ukraine and prepare relevant documents
- Funding the liquidation of SEI and establish of the State Environmental Protection Service of Ukraine
- Preparing set up of a new monitoring system in SEPSU
- Preparing options for the financing of SEPSU including international technical and donor assistance for the SEPSU establishment
- Regulatory activity: preparing and supporting the adoption of a number of new laws and amendments to existing laws
- Creating a system to access environmental information
- Reforming the inspection functioning and development training plan for SEPSU.

Main anticipated deliverables for this reform include:

- Adoption of the concept of reforming of the system of state Environmental supervision (control)
- Preparation and adoption of the Statute of the State Environmental Protection Service of Ukraine (SEPSU)
- Preparation and adoption of the decree of CMU "On liquidation of the State Environmental Inspection of Ukraine"
- Approval of the "Regulations on the State Environmental Service of Ukraine and its maximum number of staff"
- Submission to the Government of the Amendments to the Law of Ukraine "On Environmental Protection", Law of Ukraine "On local government in Ukraine", the Law of Ukraine "On local state administrations" to transfer some functions of environmental control of local governments and communities, the right in the formation of a list of public environmental inspectors, cancellation of approval on appointments and dismissals of heads of local SEPSU units
- Formation of prestigious and a new content environmental protection





- Draft amendments to the Law of Ukraine "On Environmental Protection", concerning the powers and functions on monitoring of SEPSU
- Preparation and adoption of the decree of the CMU "On approval of guidelines for the monitoring of the environment by an enterprises, institutions and organizations whose activities or results of activities may lead to a deterioration in environmental conditions";
- Raise funds from international donors for establishment of a modern material and technical base for the SEPSU
- Preparation and adoption of the amendments to the "Code of Ukraine on Administrative Offences", to increase fines for violations of environmental laws by citizens and business entities
- Preparation and adoption of the amendments to the decree of CMU dated 19 March 2008 # 212 "On approval of criteria for environmental risk-assessment approach to supervision (control)"
- Development of a new and amendment of existing decree of CMU "The methods of calculating reimbursement of damages to the state caused by violation of legislation on protection and rational use of water resources, fauna, mineral resources, pollution of land, air, surface water"
- Creation of a system of access to environmental information
- The change of status of the inspection functioning, order of recruitment and empowerment of public inspectors for environmental protection - "Environmental sheriffs"
- Development of an internal concept and tools for better integration of environment and climate issues into other policies.

A Lawyer on the Environment Control is vitally needed to support the Government of Ukraine and in particular Ministry in the fulfilment of the Reform of the Environment Control Monitoring and Liability System.

A highly qualified professional is needed in order to draft and revise laws, sub-laws, concepts and other related documents, related to the Reform of the Environment Control Monitoring and Liability System. Fulfilment of this function by the ministry personnel is not possible due to the limited number of civil servants with competences of best corporate governance standards and practices, and ability to adopt them in Ukraine.

## **2. Duration and proposed timeframe:**

Duration of assignment is 1 year (with discretionary extension for additional 1 year, also subject to availability of donor funding), including a 3-month probation period.

## **3. Main Duties and Responsibilities:**

*Support to Working Groups and Project Manager*

- data and information search, integration and analysis
- drafting of evidence-based policy and legal reform proposals
- support for training and capacity building of Reform teams
- project management support (development of project/reform implementation plan, risk management, change management, etc.)



- organizational and logistical support to Reform team (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
- preparation of slides for presentations, infographics

The Lawyer will be subordinated to the Project Manager on the Reform of the Environment Control Monitoring and Liability System.

#### **4. Main anticipated deliverables:**

- Regular progress reports on reform development and implementation
- Drafts of the new staff policy in environmental protection were elaborated
- Drafts necessary for the establishment of the State Environmental Protection Service of Ukraine were elaborated
- A number of new laws and amendments to existing laws were prepared and passed
- Necessary legal acts for a system to access environmental information were elaborated.

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

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

- Master's degree in law
- Strong analytical, communication and presentation skills
- PC literacy (advanced PowerPoint, Project, Excel, Word skills; Visio is an asset)
- Fluency in Ukrainian and English

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

- More than 10 years of general professional experience
- Prior experience of work in public services reform team is a plus

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

- Preferably more than 5 years of experience in the project management (preferably in law, public administration)
- Proven knowledge and professional experience in legal acts elaboration
- Experience with the reform implementation in Ukraine, especially as related to the Reform of the Environment Control Monitoring and Liability System is a plus
- Experience with government entities and their mandate and processes is an asset

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

- Tasks delivered within deadlines
- Timely submission of monthly performance reports



## **7. Submissions**

Submissions must be prepared in English and delivered electronically by July 30, 2017 to the following address: [rst@menr.gov.ua](mailto:rst@menr.gov.ua)

All submissions must include:

- Filled Application Form
- At least one professional reference letter (from the past supervisor / manager)
- Applicant's CV
- Expected salary range (for information only)

Only complete submissions, containing the above, can be considered. Selected applicants will be invited to the interview.

## **8. Remuneration**

The proposed RST Member Gross pay range for Category 2 positions is EUR 800 – 1400. The exact rate will be made by the Recruitment Committee comprised of representatives of the Ministry of Environment and Natural Resources of Ukraine and international donors.



**POSITION: Analyst (Category 3, Reform of the Environment Control Monitoring and Liability System)**

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

A Reform Support Team (RST) at the Ministry of Environment and Natural Resources of Ukraine is a group of Ukrainian professionals (non-civil servants) funded on a temporary basis by the donors that provides targeted technical support and assists the Ministry 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 Ministry's priorities and relevant donor support.

Reform of the Environment Control Monitoring and Liability System is a part of the Government short-term and midterm priorities for 2017-2019. The Ministry has made the Reform of the Environment Control Monitoring and Liability system one of its top priorities and is committed to building a healthy and transparent system that will aim to make Ukraine adherent to the international standards. The reform aims to achieve the following objectives:

- Enhancing Public management in the field of environmental protection, in line with the PAR principles
- Establishing the new staff policy in environmental protection
- Supporting the Ministry in establishing a new State Environmental Protection Service of Ukraine and prepare relevant documents
- Funding the liquidation of SEI and establish of the State Environmental Protection Service of Ukraine
- Preparing set up of a new monitoring system in SEPSU
- Preparing options for the financing of SEPSU including international technical and donor assistance for the SEPSU establishment
- Regulatory activity: preparing and supporting the adoption of a number of new laws and amendments to existing laws
- Creating a system to access environmental information
- Reforming the inspection functioning and development training plan for SEPSU

Main anticipated deliverables for this reform include:

- Adoption of the concept of reforming of the system of state Environmental supervision (control)
- Preparation and adoption of the Statute of the State Environmental Protection Service of Ukraine (SEPSU)
- Preparation and adoption of the decree of CMU "On liquidation of the State Environmental Inspection of Ukraine"
- Approval of the "Regulations on the State Environmental Service of Ukraine and its maximum number of staff"
- Submission to the Government of the Amendments to the Law of Ukraine "On Environmental Protection", Law of Ukraine "On local government in Ukraine", the Law of Ukraine "On local state administrations" to transfer some functions of environmental control of local governments and communities, the right in the formation of a list of public environmental inspectors, cancellation of approval on appointments and dismissals of heads of local SEPSU units
- Formation of prestigious and a new content environmental protection



- Draft amendments to the Law of Ukraine "On Environmental Protection", concerning the powers and functions on monitoring of SEPSU
- Preparation and adoption of the decree of the CMU "On approval of guidelines for the monitoring of the environment by an enterprises, institutions and organizations whose activities or results of activities may lead to a deterioration in environmental conditions"
- Raise funds from international donors for establishment of a modern material and technical base for the SEPSU
- Preparation and adoption of the amendments to the "Code of Ukraine on Administrative Offences", to increase fines for violations of environmental laws by citizens and business entities
- Preparation and adoption of the amendments to the decree of CMU dated 19 March 2008 # 212 "On approval of criteria for environmental risk-assessment approach to supervision (control)"
- Development of a new and amendment of existing decree of CMU "The methods of calculating reimbursement of damages to the state caused by violation of legislation on protection and rational use of water resources, fauna, mineral resources, pollution of land, air, surface water"
- Creation of a system of access to environmental information
- The change of status of the inspection functioning, order of recruitment and empowerment of public inspectors for environmental protection - "Environmental sheriffs"
- Development of an internal concept and tools for better integration of environment and climate issues into other policies

An Analyst on the Environment Control is vitally needed to support the Government of Ukraine and in particular the Ministry in the fulfilment of the Reform of the Environment Control Monitoring and Liability System.

A highly qualified professional is needed in order to draft, supervise and support the necessary products (documents) related to the Reform of the Environment Control Monitoring and Liability System. Fulfilment of this function by the ministry personnel is not possible due to the limited number of civil servants with competences of best corporate governance standards and practices, and ability to adopt them in Ukraine.

## **2. Duration and proposed timeframe:**

Duration of assignment is 1 year (with discretionary extension for additional 1 year, also subject to availability of donor funding), including a 3-month probation period.

## **3. Main Duties and Responsibilities:**

### *Support to Working Groups and Project Manager*

- data and information search, integration and analysis
- support for training and capacity building of Reform teams
- project management support
- organizational and logistical support to Reform team (events, round tables, conferences and forums to engage stakeholders on key reform themes and policy proposals)
- preparation of slides for presentations, infographics



The Analyst will be subordinated to the Project Manager on the Reform of the Environment Control Monitoring and Liability System.

#### **4. Main anticipated deliverables:**

- Assist in the establishment of the State Environmental Protection Service of Ukraine
- Prepared slides for presentations, infographics on Reform of the Environment Control Monitoring and Liability System
- Regular progress reports on reform development and implementation

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

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

- Master's degree in economics, international relations, law or business administration.
- Strong analytical, communication and presentation skills
- PC literacy (advanced PowerPoint, Project, Excel, Word skills; Visio is an asset)
- Fluency in Ukrainian and English

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

- More than 5 years of general professional experience
- Prior experience of work in public services reform team is a plus

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

- Preferably more than 3 years of experience in the project management (preferably in research and analysis, law, public or business administration, consulting, communications)
- Proven knowledge and professional experience in data collection and analysis
- Experience with the reform implementation in Ukraine, especially as related to the Reform of the Environment Control Monitoring and Liability System
- Experience with government entities and their mandate and processes is an asset

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

- Tasks delivered within deadlines
- Timely submission of monthly performance reports

#### **7. Submissions**

Submissions must be prepared in English and delivered electronically by July 30, 2017 to the following address: [rst@menr.gov.ua](mailto:rst@menr.gov.ua)

All submissions must include:

- Filled Application Form
- At least one professional reference letter (from the past supervisor / manager)
- Applicant's CV
- Expected salary range (for information only)



Only complete submissions, containing the above, can be considered. Selected applicants will be invited to the interview.

## **8. Remuneration**

The proposed RST Member Gross pay range for Category 3 positions is EUR 400 – 1000. The exact rate will be made by the Recruitment Committee comprised of representatives of the Ministry of Environment and Natural Resources of Ukraine and international donors.



## **REFORM: THE SUBSURFACE SECTOR**

### **POSITION: *Project Manager (Category 1)***

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

A Reform Support Team (RST) at the Ministry of Environment and Natural Resources of Ukraine is a group of Ukrainian professionals (non-civil servants) funded on a temporary basis by the donors that provides targeted technical support and assists the Ministry 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 Ministry's priorities and relevant donor support.

Reform of the subsurface sector is part of the Government short- and mid-term priorities for 2017-2019. The Ministry has made the reform of the subsurface sector one of its top priorities and is committed to building a healthy and transparent system that will aim to make Ukraine adherent to the international standards. The reform aims to achieve the following objectives:

- Preparing the sector programming documents
- Ensuring institutional capacity
- Preparing an action plan and drafting relevant legal documents for deregulation of the licensing and other administrative systems in the subsoil sector
- Supporting the work for a new comprehensive legislative base

Main anticipated deliverables for this reform include:

- Approval of Policy proposal on the subsoil use reform
- Preparation of the concept of reforming the State Service of Geology and mineral resources
- Preparation of the Concept and draft legislation on sector regulation
- Finalisation and Presentation of a new draft Code on mineral resources.

A Project Manager on the Subsurface Sector Reform is vitally needed to support the Government of Ukraine and in particular the Ministry in the fulfilment of the Reform of subsurface sector.

A highly qualified professional is needed in order to draft, supervise and support the necessary products (documents) related to the Reform of the subsurface sector. Fulfilment of this function by the ministry personnel is not possible due to the limited number of civil servants with competences of best corporate governance standards and practices, and ability to adopt them in Ukraine.

#### **2. Duration and proposed timeframe:**

Duration of assignment is 1 year (with discretionary extension for additional 1 year, also subject to availability of donor funding), including a 3-month probation period.

#### **3. Main Duties and Responsibilities:**

- a. Coordination and facilitation of reform implementation process*
  - i. development the sector's reform agenda and work planning





- ii. engagement of relevant stakeholders (experts, government officials, donors, etc.) to Working Group activities
- iii. resolution of problems and obstacles encountered during implementation process, identifying and communicating important issues requiring decision of RST Director and/or Reform Council
- iv. mentoring the team of analysts and coordination of lawyers assigned to the project

*b. Working Groups support*

- i. project management support (development of project/reform implementation plan, risk management, change management, etc.)
- ii. Manage changes to laws and secondary legislation
- iii. preparation of timely and quality reports and status updates on reform implementation progress to the Minister and RST Director, as well as for publication

The Project Manager will be subordinated to the Director of the RST Project Management Office (RST PMO).

**4. Main anticipated deliverables:**

- Regular progress reports on reform development and implementation
- Policy proposal on the subsoil use reform and Concept and draft legislation on sector regulation were passed
- Concept of reforming the State Service of Geology and mineral resources is passed
- Comments and analysis for a new draft Code on mineral resources were prepared

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

**5.1 Qualifications and skills:**

- Master's degree in finance, economics, law, or business administration
- Strong organizational management, communication and presentation skills
- PC literacy (PowerPoint, Project, Excel, Word; Visio is an asset)
- Fluency in Ukrainian and English

**5.2 General professional experience:**

- More than 10 years of general professional experience
- Prior experience of work in public services reform team is a plus

**5.3 Specific professional experience:**

- Preferably more than 5 years of experience in project management (preferably in public or business administration, business consulting)
- Proven knowledge and professional experience in public management
- Experience with the reform implementation in Ukraine, especially as related to Subsurface Sector is a plus
- Experience with 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)**

- Tasks delivered within deadlines
- Timely submission of monthly performance reports

## **7. Submissions**

Submissions must be prepared in English and delivered electronically by July 30, 2017 to the following address: [rst@menr.gov.ua](mailto:rst@menr.gov.ua)

All submissions must include:

- Filled Application Form
- At least one professional reference letter (from the past supervisor / manager)
- Applicant's CV
- Expected salary range (for information only)

Only complete submissions, containing the above, can be considered. Selected applicants will be invited to the interview.

## **8. Remuneration**

The proposed RST Member Gross pay range for Category 1 positions is EUR 1200 – 1800. The exact rate will be made by the Recruitment Committee comprised of representatives of the Ministry of Environment and Natural Resources of Ukraine and international donors.



**POSITION: Lawyer (Category 2, Reform of the subsurface sector)**

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

A Reform Support Team (RST) at the Ministry of Environment and Natural Resources of Ukraine is a group of Ukrainian professionals (non-civil servants) funded on a temporary basis by the donors that provides targeted technical support and assists the Ministry 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 Ministry's priorities and relevant donor support.

Reform of the subsurface sector is part of the Government short- and mid-term priorities for 2017-2019. Ministry has made the reform of the subsurface sector one of its top priorities and is committed to building a healthy and transparent system that will aim to make Ukraine adherent to the international standards. The reform aims at achieving the following objectives:

- Preparing the sector programming documents
- Ensuring institutional capacity
- Preparing an action plan and drafting relevant legal documents for deregulation of the licensing and other administrative systems in the subsoil sector
- Supporting the work for a new comprehensive legislative base

Main anticipated deliverables for this reform include:

- Approval of Policy proposal on the subsoil use reform
- Preparation of the concept of reforming the State Service of Geology and mineral resources
- Preparation of the Concept and draft legislation on sector regulation
- Finalisation and Presentation of a new draft Code on mineral resources.

A Lawyer on the Subsurface Sector Reform is vitally needed to support the Government of Ukraine and in particular the Ministry in the fulfilment of the Reform of subsurface sector.

A highly qualified professional is needed in order to draft and revise laws, sub-laws, concepts supervise and support any other necessary products (documents) related to the Reform of the subsurface sector. Fulfilment of this function by the ministry personnel is not possible due to the limited number of civil servants with competences of best corporate governance standards and practices, and ability to adopt them in Ukraine.

**2. Duration and proposed timeframe:**

Duration of assignment is 1 year (with discretionary extension for additional 1 year, also subject to availability of donor funding), including a 3-month probation period.

**3. Main Duties and Responsibilities:**

*Support to Working Groups and Project Manager*

- data and information search, integration and analysis
- drafting of evidence-based policy and legal reform proposals
- support for training and capacity building of Reform teams
- project management support (development of project/reform implementation plan, risk management, change management, etc.)



- organizational and logistical support to Reform team (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
- preparation of slides for presentations, infographics

The Lawyer will be subordinated to the Project Manager on the Reform of the subsurface sector.

#### **4. Main anticipated deliverables:**

- Regular progress reports on reform development and implementation
- Policy proposal on the subsoil use reform and Concept and draft legislation on sector regulation were elaborated
- Concept of reforming the State Service of Geology and mineral resources is elaborated
- Comments and analysis for a new draft Code on mineral resources were prepared

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

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

- Master's degree in law
- Strong analytical, communication and presentation skills
- PC literacy (advanced PowerPoint, Project, Excel, Word skills; Visio is an asset)
- Fluency in Ukrainian and English

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

- More than 10 years of general professional experience. Prior experience of work in public services reform team is a plus
- Prior experience of work in public services reform team is a plus

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

- Minimum 5 years of experience in project management (preferably in public administration, ecology)
- Proven knowledge and professional experience in legal acts elaboration
- Experience with the reform implementation in Ukraine, especially as related to Subsurface Sector is a plus
- Experience with government entities and their mandate and processes is an asset

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

- Tasks delivered within deadlines
- Timely submission of monthly performance reports



## **7. Submissions**

Submissions must be prepared in English and delivered electronically by July 30, 2017 to the following address: rst@menr.gov.ua

All submissions must include:

- Filled Application Form
- At least one professional reference letter (from the past supervisor / manager)
- Applicant's CV
- Expected salary range (for information only)

Only complete submissions, containing the above, can be considered. Selected applicants will be invited to the interview.

## **8. Remuneration**

The proposed RST Member Gross pay range for Category 2 positions is EUR 800 – 1400. The exact rate will be made by the Recruitment Committee comprised of representatives of the Ministry of Environment and Natural Resources of Ukraine and international donors.



**POSITION: Legal Approximation Expert (*Category 2, Reform of the subsurface sector*)**

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

A Reform Support Team (RST) at the Ministry of Environment and Natural Resources of Ukraine is a group of Ukrainian professionals (non-civil servants) funded on a temporary basis by the donors that provides targeted technical support and assists the Ministry 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 Ministry's priorities and relevant donor support.

Reform of the subsurface sector is part of the Government short- and mid-term priorities for 2017-2019. The Ministry has made the reform of the subsurface sector one of its top priorities and is committed to building a healthy and transparent system that will aim to make Ukraine adherent to the international standards. The reform aims to achieve the following objectives:

- Preparing the sector programming documents
- Ensuring institutional capacity
- Preparing an action plan and drafting relevant legal documents for deregulation of the licensing and other administrative systems in the subsoil sector
- Supporting the work for a new comprehensive legislative base.

Main anticipated deliverables for this reform include:

- Approval of Policy proposal on the subsoil use reform
- Preparation of the concept of reforming the State Service of Geology and mineral resources
- Preparation of the Concept and draft legislation on sector regulation
- Finalisation and Presentation of a new draft Code on mineral resources.

A Legal Approximation Expert on the Subsurface Sector Reform is vitally needed to support the Government of Ukraine and in particular the Ministry in the fulfilment of the Reform of subsurface sector especially in implementation of Government short-term and midterm priorities for 2017-2019 in compliance with the EU legislation and under the EU-Ukraine Association Agreement.

A highly qualified professional is needed in order to draft and revise laws, sub-laws, concepts supervise and support any other necessary products (documents) related to the Reform of the Subsurface Sector. Fulfilment of this function by the ministry personnel is not possible due to the limited number of civil servants with competences of best corporate governance standards and practices, and ability to adopt them in Ukraine.

**2. Duration and proposed timeframe:**

Duration of assignment is 1 year (with discretionary extension for additional 1 year, also subject to availability of donor funding), including a 3-month probation period.

**3. Main Duties and Responsibilities:**

*Support to Working Groups and Project Manager*

- data and information search, integration and analysis, including the EU legislation



- drafting of evidence-based policy and legal reform proposals in compliance with the EU acquis
- organizational and logistical support to Reform team (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
- preparation of slides for presentations, infographics

#### **4. Main anticipated deliverables:**

- Regular progress reports on reform development and implementation
- Policy proposal on the subsoil use reform and Concept and draft legislation on sector regulation were elaborated in compliance with the EU acquis
- Concept of reforming the State Service of Geology and mineral resources is elaborated taking into account best practices and the EU obligations
- Comments and analysis for a new draft Code on mineral resources were prepared.

The Legal Approximation Expert will be subordinated to the Project Manager on the Reform of the subsurface sector.

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

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

- Master's degree in law
- Strong analytical, communication and presentation skills
- PC literacy (advanced PowerPoint, Project, Excel, Word skills; Visio is an asset)
- Fluency in Ukrainian and English

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

- More than 10 years of general professional experience. Prior experience of work in public services reform team is a plus
- Prior experience of work in public services reform team is a plus

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

- Minimum 5 years of experience in project management (preferably in public administration, ecology)
- Proven knowledge and professional experience in legal acts elaboration as well as their expertise on EU compatibility
- Experience with the reform implementation in Ukraine, especially as related to Subsurface Sector is a plus
- Experience with government entities and their mandate and processes is an asset

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

- Tasks delivered within deadlines
- Timely submission of monthly performance reports



## **7. Submissions**

Submissions must be prepared in English and delivered electronically by July 30, 2017 to the following address: [rst@menr.gov.ua](mailto:rst@menr.gov.ua)

All submissions must include:

- Filled Application Form
- At least one professional reference letter (from the past supervisor / manager)
- Applicant's CV
- Expected salary range (for information only)

Only complete submissions, containing the above, can be considered. Selected applicants will be invited to the interview.

## **8. Remuneration**

The proposed RST Member Gross pay range for Category 2 positions is EUR 800 – 1400. The exact rate will be made by the Recruitment Committee comprised of representatives of the Ministry of Environment and Natural Resources of Ukraine and international donors.





## **REFORM: SUSTAINABLE USE OF WATER RESOURCES**

### **POSITION: *Project Manager (Category 1)***

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

A Reform Support Team (RST) at the Ministry of Environment and Natural Resources of Ukraine is a group of Ukrainian professionals (non-civil servants) funded on a temporary basis by the donors that provides targeted technical support and assists the Ministry 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 Ministry's priorities and relevant donor support.

Sustainable use of water resources is part of the Government short- and mid-term priorities 2017-2019. The Ministry has made the reform of the sustainable use of water resources one of its top priorities and is committed to building a healthy and transparent system that will aim to make Ukraine adherent to the international standards.

The reform aims at finalising the Concept for Water Agency reform and its further implementation, including improving the existing structure of the basin and regional departments of water resources to ensure achievement of the goals and objectives of the Directive 2000/60/EU of the European Parliament and of the Council dated 23 October 2000 on establishing a framework for Community action in the field of water policy. The main objectives of this activity are:

- Development of the Paper Concept for Water policy
- Launch of the National Water Policy dialogue
- Development of the Strategy for Water police

A Project Manager on the Sustainable use of water resources is vitally needed to support the Government of Ukraine and in particular Ministry in the fulfilment of the Reform especially in implementation of the Government short-term and midterm priorities for 2017-2019.

A highly qualified professional is needed in order to draft, supervise and support the necessary products (documents) related to the reform of the sustainable use of water resources. Fulfilment of this function by the ministry personnel is not possible due to the limited number of civil servants with competences of best corporate governance standards and practices, and ability to adopt them in Ukraine.

#### **2. Duration and proposed timeframe:**

Duration of assignment is 1 year (with discretionary extension for additional 1 year, also subject to availability of donor funding), including a 3-month probation period.

#### **3. Main Duties and Responsibilities:**

- a. *Coordination and facilitation of reform implementation process*
  - i. developing the sector's reform agenda and work planning
  - ii. engagement of relevant stakeholders (experts, government officials, donors, etc.) to Working Group activities
  - iii. resolution of problems and obstacles encountered during implementation process, identifying and communicating important issues requiring decision of RST Director and/or Reform Council



- iv. mentoring the team of analysts and coordination of lawyers assigned to the project

*b. Working Groups support*

- i. project management support (development of project/reform implementation plan, risk management, change management, etc.)
- ii. Manage changes to laws and secondary legislation
- iii. preparation of timely and quality reports and status updates on reform implementation progress to the Minister and RST Director, as well as for publication

The Project Manager will be subordinated to the Director of the RST Project Management Office (RST PMO).

**4. Main anticipated deliverables:**

- Regular progress reports on reform development and implementation
- The Concept for Water Agency reform and its further implementation, including structure of the basin and regional departments of water resources Agency, is passed
- The existing structure of the basin and regional departments of water resources to ensure achievement of the goals and objectives of the Directive 2000/60 / EU of the European Parliament and of the Council dated 23 October 2000 on establishing a framework for Community action in the field of water policy, is improved
- The Paper Concept for Water policy is developed
- The National Water Policy dialogue is launched
- The Strategy for Water policy is passed

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

**5.1 Qualifications and skills:**

- Master's degree in finance, economics, law, or business administration
- Strong organizational management, communication and presentation skills
- PC literacy (PowerPoint, Project, Excel, Word; Visio is an asset)
- Fluency in Ukrainian and English

**5.2 General professional experience:**

- More than 10 years of general professional experience. Prior
- Experience of work in public services reform team is a plus

**5.3 Specific professional experience:**

- Minimum 5 years of experience in project management (preferably in public administration, ecology)
- Proven knowledge and professional experience in public management
- Experience with the reform implementation in Ukraine, especially as related to Water Management is a plus
- Experience with 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)**

- Tasks delivered within deadlines
- Timely submission of monthly performance reports

## **7. Submissions**

Submissions must be prepared in English and delivered electronically by July 30, 2017 to the following address: rst@menr.gov.ua

All submissions must include:

- Filled Application Form
- At least one professional reference letter (from the past supervisor / manager)
- Applicant's CV
- Expected salary range (for information only)

Only complete submissions, containing the above, can be considered. Selected applicants will be invited to the interview.

## **8. Remuneration**

The proposed RST Member Gross pay range for Category 1 positions is EUR 1200 – 1800. The exact rate will be made by the Recruitment Committee comprised of representatives of the Ministry of Environment and Natural Resources of Ukraine and international donors.



**POSITION: Lawyer (Category 2, Sustainable use of water resources)**

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

A Reform Support Team (RST) at the Ministry of Environment and Natural Resources of Ukraine is a group of Ukrainian professionals (non-civil servants) funded on a temporary basis by the donors that provides targeted technical support and assists the Ministry 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 Ministry's priorities and relevant donor support.

Sustainable use of water resources is part of the Government short- and mid-term priorities 2017-2019. Ministry has made the reform of the sustainable use of water resources one of its top priorities and is committed to building a healthy and transparent system that will aim to make Ukraine adherent to the international standards.

The reform aims at finalising the Concept for Water Agency reform and its further implementation, including improving the existing structure of the basin and regional departments of water resources to ensure achievement of the goals and objectives of the Directive 2000/60/EU of the European Parliament and of the Council dated 23 October 2000 on establishing a framework for Community action in the field of water policy. Main objectives of this activity are:

- Development of the Paper Concept for Water policy
- Launch of the National Water Policy dialogue
- Development of the Strategy for Water policy

A Lawyer on the reform of the sustainable use of water resources is vitally needed to support the Government of Ukraine and in particular Ministry in the fulfilment of the Reform especially in implementation of Government short-term and midterm priorities.

A highly qualified professional is needed in order to draft and revise laws, sub-laws, concepts supervise and support any other necessary products (documents) related to the reform of the sustainable use of water resources. Fulfilment of this function by the ministry personnel is not possible due to the limited number of civil servants with competences of best corporate governance standards and practices, and ability to adopt them in Ukraine.

**2. Duration and proposed timeframe:**

Duration of assignment is 1 year (with discretionary extension for additional 1 year, also subject to availability of donor funding) including a 3-month probation period.

**3. Main Duties and Responsibilities:**

*Support to Working Groups and Project Manager*

- data and information search, integration and analysis
- drafting of evidence-based policy and legal reform proposals
- support for training and capacity building of Reform teams
- project management support (development of project/reform implementation plan, risk management, change management, etc.)



- organizational and logistical support to Reform team (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
- preparation of slides for presentations, infographics

The Lawyer will be subordinated to the Project manager on Sustainable use of water resources.

#### **4. Main anticipated deliverables:**

- Regular progress reports on reform development and implementation
- The Concept for Water Agency reform and its further implementation, including structure of the basin and regional departments of water resources Agency, is elaborated
- The existing structure of the basin and regional departments of water resources to ensure achievement of the goals and objectives of the Directive 2000/60 / EU of the European Parliament and of the Council dated 23 October 2000 on establishing a framework for Community action in the field of water policy, is improved
- The Paper Concept for Water policy is developed
- The National Water Policy dialogue is launched
- The Strategy for Water policy is drafted.

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

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

- Master's degree in law
- Strong analytical, communication and presentation skills
- PC literacy (advanced PowerPoint, Project, Excel, Word skills; Visio is an asset)
- Fluency in Ukrainian and English

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

- More than 10 years of general professional experience. Prior
- Experience of work in public services reform team is a plus

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

- Minimum 5 years of experience in project management (preferably in public administration, ecology)
- Proven knowledge and professional experience in legal acts elaboration
- Experience with the reform implementation in Ukraine, especially as related to Water Management is a plus
- Experience with government entities and their mandate and processes is an asset

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

- Tasks delivered within deadlines



- Timely submission of monthly performance reports

## **7. Submissions**

Submissions must be prepared in English and delivered electronically by July 30, 2017 to the following address: rst@menr.gov.ua

All submissions must include:

- Filled Application Form
- At least one professional reference letter (from the past supervisor / manager)
- Applicant's CV
- Expected salary range (for information only)

Only complete submissions, containing the above, can be considered. Selected applicants will be invited to the interview.

## **8. Remuneration**

The proposed RST Member Gross pay range for Category 2 positions is EUR 800 – 1400. The exact rate will be made by the Recruitment Committee comprised of representatives of the Ministry of Environment and Natural Resources of Ukraine and international donors.



## **REFORM: NEW CLIMATE POLICY**

**POSITION: *Analyst (Category 3, New Climate Policy)***

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

A Reform Support Team (RST) at the Ministry of Environment and Natural Resources of Ukraine is a group of Ukrainian professionals (non-civil servants) funded on a temporary basis by the donors that provides targeted technical support and assists the Ministry 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 Ministry's priorities and relevant donor support.

New Climate Policy is part of the Government short- and mid-term priorities for 2017-2019. Ministry has made New Climate Policy one of its top priorities and is committed to building a healthy and transparent system that will aim to make Ukraine adherent to the EU acquis and international standards. The reform aims to achieve the following objectives:

- Finalisation of development and adoption of low-carbon developments strategy
- Ensuring the Development of Strategy of adaptation to Climate change
- Ensuring reflection of climate policy in other sectoral strategies in energy, transport and other sectors
- Adoption of the Law on Ozone layer protection and other fluorinated gasses
- Preparation of the adoption of the amendment to the Montreal Protocol

An Analyst on New Climate Policy is vitally needed to support the Government of Ukraine and in particular the Ministry in the fulfilment of the New Climate Policy especially in implementation of the Government short- and mid-term priorities in compliance with the EU legislation and under the EU-Ukraine Association Agreement.

A highly qualified professional is needed in order to prepare analyses, draft concepts and provide support to any other necessary products (documents) in compliance with the EU acquis, related to the New Climate Policy. Fulfilment of this function by the ministry personnel is not possible due to the limited number of civil servants with competences of best corporate governance standards and practices, and ability to adopt them in Ukraine.

### **2. Duration and proposed timeframe:**

Duration of assignment is 1 year (with discretionary extension for additional 1 year, also subject to availability of donor funding) with starting date not later than July 01, 2017 including a 3-month probation period.

### **3. Main Duties and Responsibilities:**

*Support to Working Groups and RST Director*

- data and information search, integration and analysis
- draft legal acts development
- support for training and capacity building of Reform teams
- project management support



- organizational and logistical support to Reform teams (events, round tables, conferences and forums to engage stakeholders on key reform themes and policy proposals)
- preparation of slides for presentations, infographics

The Analyst will be subordinated to the Project manager on Sustainable use of water resources.

#### **4. Main anticipated deliverables:**

- Low-carbon developments strategy adopted
- The Strategy of adaptation to Climate change is developed
- Climate policy is reflected in other sectoral strategies in energy, transport and other sectors
- The Law on Ozone layer protection and other fluorinated gasses is adopted
- The amendment to the Montreal Protocol is adopted
- Prepared slides for presentations, infographics on New Climate Policy
- Regular progress reports on reform development and implementation

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

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

- Master's degree in economics, international relations, law or business administration
- Strong analytical, communication and presentation skills
- PC literacy (advanced PowerPoint, Project, Excel, Word skills; Visio is an asset)
- Fluency in Ukrainian and English

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

- More than 5 years of general professional experience. Prior
- Experience of work in public services reform team is a plus

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

- Minimum 3 years of experience in project management (preferably in public administration, ecology)
- Proven knowledge and professional experience in data collection and analysis
- Experience with the reform implementation in Ukraine, especially as related to the New Climate Policy
- Experience with government entities and their mandate and processes is an asset

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

- 80% of tasks delivered within deadlines
- Timely submission of monthly performance reports

#### **7. Submissions**





Submissions must be prepared in English and delivered electronically by July 30, 2017 to the following address: rst@menr.gov.ua

All submissions must include:

- Filled Application Form
- At least one professional reference letter (from the past supervisor / manager)
- Applicant's CV
- Expected salary range (for information only)

Only complete submissions, containing the above, can be considered. Selected applicants will be invited to the interview.

## **8. Remuneration**

The proposed RST Member Gross pay range for Category 3 positions is EUR 400 – 1000. The exact rate will be made by the Recruitment Committee comprised of representatives of the Ministry of Environment and Natural Resources of Ukraine and international donors.



## REFORM: WASTE MANAGEMENT

**POSITION:** *Project Manager (Category 1)*

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

A Reform Support Team (RST) at the Ministry of Environment and Natural Resources of Ukraine is a group of Ukrainian professionals (non-civil servants) funded on a temporary basis by the donors that provides targeted technical support and assists the Ministry 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 Ministry's priorities and relevant donor support.

Waste Management Reform is part of the Government short- and mid-term priorities for 2017-2019. The Ministry has made the Waste Management Reform one of its top priorities and is committed to building a healthy and transparent system that will aim to make Ukraine adherent to the international standards. The reform aim to achieve the following objectives:

- Preparation and adoption of the WMS Action Plan
- Drafting proposals and support in adoption of framework laws
- Organisation and Support in Development of regional WM strategies

A Project Manager on Waste Management Reform is vitally needed to support the Government of Ukraine and in particular the Ministry in the fulfilment of the Waste Management Reform especially in implementation of the Government short-term and midterm priorities for 2017-2019.

A highly qualified professional is needed in order to draft, supervise and support the necessary products (documents) related to the Waste Management Reform. Fulfilment of this function by the ministry personnel is not possible due to the limited number of civil servants with competences of best corporate governance standards and practices, and ability to adopt them in Ukraine.

### 2. Duration and proposed timeframe:

Duration of assignment is 1 year (with discretionary extension for additional 1 year, also subject to availability of donor funding), including a 3-month probation period.

### 3. Main Duties and Responsibilities:

*a. Coordination and facilitation of reform implementation process*

- i. developing the sector's reform agenda and work planning
- ii. engagement of relevant stakeholders (experts, government officials, donors, etc.) to Working Group activities
- iii. resolution of problems and obstacles encountered during implementation process, identifying and communicating important issues requiring decision of RST Director and/or Reform Council
- iv. mentoring the team of analysts and coordination of lawyers assigned to the project

*b. Working Groups support*



- i. project management support (development of project/reform implementation plan, risk management, change management, etc.)
- ii. Manage changes to laws and secondary legislation
- iii. preparation of timely and quality reports and status updates on reform implementation progress to the Minister and RST Director, as well as for publication

The Project Manager will be subordinated to the RST Director.

#### **4. Main anticipated deliverables:**

- Regular progress reports on reform development and implementation
- WMS Action Plan is prepared and adopted
- Regional WM strategies are developed

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

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

- Master's degree in finance, economics, law, or business administration
- Strong organizational management, communication and presentation skills
- PC literacy (PowerPoint, Project, Excel, Word; Visio is an asset)
- Fluency in Ukrainian and English

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

- More than 10 years of general professional experience. Prior
- Experience of work in public services reform team is a plus

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

- Minimum 3 years of experience in project management (preferably in public administration, ecology)
- Proven knowledge and professional experience in public management
- Experience with the reform implementation in Ukraine, especially as related to the Waste Management is a plus
- Experience with 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)**

- Tasks delivered within deadlines
- Timely submission of monthly performance reports

#### **7. Submissions**

Submissions must be prepared in English and delivered electronically by July 30, 2017 to the following address: [rst@menr.gov.ua](mailto:rst@menr.gov.ua)

All submissions must include:

- Filled Application Form



- At least one professional reference letter (from the past supervisor / manager)
- Applicant's CV
- Expected salary range (for information only)

Only complete submissions, containing the above, can be considered. Selected applicants will be invited to the interview.

## **8. Remuneration**

The proposed RST Member Gross pay range for Category 1 positions is EUR 1200 – 1800. The exact rate will be made by the Recruitment Committee comprised of representatives of the Ministry of Environment and Natural Resources of Ukraine and international donors.



## **REFORM: EMISSION REDUCTION FOR LARGE COMBUSTION PLANTS (LCP)**

**POSITION:** *Project Manager (Category 1)*

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

A Reform Support Team (RST) at the Ministry of Environment and Natural Resources of Ukraine is a group of Ukrainian professionals (non-civil servants) funded on a temporary basis by the donors that provides targeted technical support and assists the Ministry 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 Ministry's priorities and relevant donor support.

Emission Reduction for Large Combustion Plants (LCP) and correspondent support in implementing EU Industrial Emission Directive is part of the Government short- and mid-term priorities for 2017-2019. The Ministry has made this Reform one of its top priorities and is committed to building a healthy and transparent system that will aim to make Ukraine adherent to the international standards. The reform aims for five objectives:

- Development of the Roadmap for development of the National Plan for emission reduction for mining and metal industry
- Implementation of the Roadmap for development of the National Plan for emission reduction for mining and metal industry
- Facilitating of the adoption of the Concept on integrated permit system
- Developing of the Action Plan for implementation of the Concept on integrated permit system
- Ensure capacity development for Implementation of the Action Plan for implementation of the Concept on integrated permit system.

A Project Manager on Emission Reduction for Large Combustion Plants (LCP) is vitally needed to support the Government of Ukraine and in particular Ministry in the fulfilment of the Emission Reduction for Large Combustion Plants (LCP).

A highly qualified professional is needed in order to draft, supervise and support the necessary products (documents) related to the Emission Reduction for Large Combustion Plants (LCP). Fulfilment of this function by the ministry personnel is not possible due to the limited number of civil servants with competences of best corporate governance standards and practices, and ability to adopt them in Ukraine.

### **2. Duration and proposed timeframe:**

Duration of assignment is 1 year (with discretionary extension for additional 1 year, also subject to availability of donor funding), including a 3-month probation period.

### **3. Main Duties and Responsibilities:**

- a. *Coordination and facilitation of reform implementation process*
  - i. development the sector's reform agenda and work planning
  - ii. engagement of relevant stakeholders (experts, government officials, donors, etc.) to Working Group activities



- iii. resolution of problems and obstacles encountered during implementation process, identifying and communicating important issues requiring decision of RST Director and/or Reform Council
  - iv. mentoring the team of analysts and coordination of lawyers assigned to the project
- b. Working Groups support*
- i. project management support (development of project/reform implementation plan, risk management, change management, etc.)
  - ii. Manage changes to laws and secondary legislation
  - iii. preparation of timely and quality reports and status updates on reform implementation progress to the Minister and RST Director, as well as for publication

The Project Manager will be subordinated to the RST Director.

#### **4. Main anticipated deliverables:**

- Regular progress reports on reform development and implementation
- The Roadmap for development of the National Plan for emission reduction for mining and metal industry is developed
- The Roadmap for development of the National Plan for emission reduction for mining and metal industry started the implementation phase
- Concept on integrated permit system is adopted
- Action Plan for implementation of the Concept on integrated permit system is adopted.

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

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

- Master's degree in finance, economics, law, or business administration
- Strong organizational management, communication and presentation skills
- PC literacy (PowerPoint, Project, Excel, Word; Visio is an asset)
- Fluency in Ukrainian and English

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

- More than 10 years of general professional experience. Prior
- Experience of work in public services reform team is a plus

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

- Minimum 5 years of experience in project management (preferably in public administration, ecology)
- Proven knowledge and professional experience in public management
- Experience with the reform implementation in Ukraine, especially as related to the Emission Reduction for Large Combustion Plants (LCP) is a plus
- Experience with 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)**

- Tasks delivered within deadlines
- Timely submission of monthly performance reports

## **7. Submissions**

Submissions must be prepared in English and delivered electronically by July 30, 2017 to the following address: rst@menr.gov.ua

All submissions must include:

- Filled Application Form
- At least one professional reference letter (from the past supervisor / manager)
- Applicant's CV
- Expected salary range (for information only)

Only complete submissions, containing the above, can be considered. Selected applicants will be invited to the interview.

## **8. Remuneration**

The proposed RST Member Gross pay range for Category 1 positions is EUR 1200 – 1800. The exact rate will be made by the Recruitment Committee comprised of representatives of the Ministry of Environment and Natural Resources of Ukraine and international donors.



**POSITION: *Legal Approximation Expert (Category 2, Emission reduction for large combustion plants)***

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

A Reform Support Team (RST) at the Ministry of Environment and Natural Resources of Ukraine is a group of Ukrainian professionals (non-civil servants) funded on a temporary basis by the donors that provides targeted technical support and assists the Ministry 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 Ministry's priorities and relevant donor support.

Emission Reduction for Large Combustion Plants (LCP) and correspondent support in implementing EU Industrial Emission Directive is part of the Government short- and mid-term priorities. Ministry has made this Reform one of its top priorities and is committed to building a healthy and transparent system that will aim to make Ukraine adherent to the international standards. The reform aims for five objectives:

- Development of the Roadmap for development of the National Plan for emission reduction for mining and metal industry
- Implementation of the Roadmap for development of the National Plan for emission reduction for mining and metal industry
- Facilitating of the adoption of the Concept on integrated permit system
- Development of the Action Plan for implementation of the Concept on integrated permit system
- Ensure capacity development for Implementation of the Action Plan for implementation of the Concept on integrated permit system.

A Legal Approximation Expert on Emission Reduction for Large Combustion Plants (LCP) is vitally needed to support the Government of Ukraine and in particular Ministry in the fulfilment of the Emission Reduction for Large Combustion Plants (LCP).

A highly qualified professional is needed in order to draft and revise laws, sub-laws, concepts supervise and support any other necessary products (documents) related to the Emission Reduction for Large Combustion Plants (LCP). Fulfilment of this function by the ministry personnel is not possible due to the limited number of civil servants with competences of best corporate governance standards and practices, and ability to adopt them in Ukraine.

**2. Duration and proposed timeframe:**

Duration of assignment is 1 year (with discretionary extension for additional 1 year, also subject to availability of donor funding), including a 3-month probation period.

**3. Main Duties and Responsibilities:**

*Support to Working Groups and Project Manager*

- data and information search, integration and analysis, including the EU legislation
- drafting of evidence-based policy and legal reform proposals in compliance with the EU acquis
- organizational and logistical support to Reform team (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
- preparation of slides for presentations, infographics

The Legal Approximation Expert will be subordinated to the Project Manager on Emission reduction for large combustion plants.

#### **4. Main anticipated deliverables:**

- Regular progress reports on reform development and implementation
- The Roadmap for development of the National Plan for emission reduction for mining and metal industry is developed in compliance with the EU acquis
- Concept on integrated permit system is elaborated taking into account best practices and the EU obligations
- Action Plan for implementation of the Concept on integrated permit system is adopted.

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

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

- Master's degree in law
- Strong analytical, communication and presentation skills
- PC literacy (advanced PowerPoint, Project, Excel, Word skills; Visio is an asset)
- Fluency in Ukrainian and English

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

- More than 5 years of general professional experience
- Prior experience of work in public services reform team is a plus

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

- Minimum 5 years of experience in project management (preferably in public administration, ecology)
- Proven knowledge and professional experience in legal acts elaboration as well as their expertise on EU compatibility
- Experience with the reform implementation in Ukraine, especially as related to the Emission Reduction for Large Combustion Plants (LCP) is a plus
- Experience with government entities and their mandate and processes is an asset

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

- Tasks delivered within deadlines
- Timely submission of monthly performance reports

#### **7. Submissions**

Submissions must be prepared in English and delivered electronically by July 30, 2017 to the following address: [rst@menr.gov.ua](mailto:rst@menr.gov.ua)

All submissions must include:

- Filled Application Form



- At least one professional reference letter (from the past supervisor / manager)
- Applicant's CV
- Expected salary range (for information only)

Only complete submissions, containing the above, can be considered. Selected applicants will be invited to the interview.

## **8. Remuneration**

The proposed RST Member Gross pay range for Category 2 positions is EUR 800 – 1400. The exact rate will be made by the Recruitment Committee comprised of representatives of the Ministry of Environment and Natural Resources of Ukraine and international donors.