

HUMAN RESOURCE SUPPORT FOR CRITICAL REFORM INITIATIVES

TERMS OF REFERENCE

FINANCE MANAGER OF SECONDARY EDUCATION REFORM

ToR Date of Issuance:	Oct 30, 2017
Due Date for Applications:	Nov 15, 2017

PRSM is committed to providing equal employment opportunity without regard to race, color, religion, gender, sexual orientation, national or ethnic origin, age, disability or status as a veteran with respect to policies, programs, and activities.

Background

The Professionals for Reform Support Mechanism (PRSM) provides human resource support – from managers to technical experts - to critical reform initiatives undertaken by national governmental agencies. PRSM is a multi-donor platform, which improves coordination of donor efforts for greater impact and avoids overlap of donor funding. It does not support routine work of the Government of Ukraine that is normally managed by the civil service. To do this, PRSM:

- **Selects initiatives** based on clearly defined links to reform initiatives;
- Ensures transparent **recruitment** of human resources;
- Manages the **contracting** and payment of human resources;
- Provides financial **reports** for donors;
- **Monitors** initiatives for results.

Reform Initiative

Decentralization is the absolute priority in the large-scale reforms program having been implemented by the Government of Ukraine since 2014. The Ministry of Regional Development, Construction and Housing and Communal Services of Ukraine (Minregion) is the central body of the executive power to reform local governance and territorial organization of power.

To perform **general coordination of decentralization reform implementation** the Minregion in cooperation with the donor organizations has established the Central Reform Office. The key tasks of the Central Reform Office:

1. General coordination and support in decentralization reform implementation in the country, including sectoral one.
2. Program and project management.
3. Communication and support of positive image of the reform.

At the same time, the Minregion has initiated implementation of the Project Office for Sectoral Decentralization (POSD) – independent non-governmental structure financed by the donors and authorised by the Minregion to coordinate implementation of sectoral policy on decentralization in the relevant ministries and authorities. POSD operates in close cooperation with the Central Reform Office. Considering the scope of the reform, POSD will cover the following sectors:

1. Education.
2. Healthcare.
3. Finance.

4. Infrastrucutre.

Indicative duties and responsibilities

- Calculation and analysis of costs on implementation of the projects on creating of new educational environment “New Educational Space” and establishing of the reference basic level schools’ network;
- Calculation and analysis of distribution of subventions from the state budget to the local budgets aiming at creating of new educational environment “New Educational Space” and establishing of the reference basic level schools’ network.

Preferred Qualifications and Skills

- Master degree or equivalent in Economics, Finance;
- Minimum 3 years’ proven experience on the positions of Economist, Finance Manager, Finance Analysts;
- Knowledge of the system of Public Finance Management;
- Knowledge of Finance, Economic Analyze, Budgeting;
- Ability to work with a large amount of information;
- Brief knowledge of financial indicators.

Contract Duration and Timing

The total duration of the consultancy is expected to be 6 months with possible extension. Finance Manager will report to the Project Coordinator from the EDGE side (www.edge.in.ua). Office will be located in the Cabinet of Ministers’ premise.

To apply

Submissions must be prepared in English and delivered electronically by 17:00 Kyiv time on November 15, 2017 to the following address: prsm@fsr.org.ua. We do not welcome unsolicited phone calls.

All submissions must include:

- 1) Applicant’s CV (in English);
- 2) Applicant brief letter of interest indicated related experience and achievements;
- 3) Three references.

Please ensure to state **Finance Manager of Secondary Education Reform** in the e-mail subject line.

Applications received after the indicated deadline or without letter of interest will not be reviewed and considered.

Shortlisted candidates will be contacted after November 20, 2017.