



POSITION: *Analyst (Category 3, 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 in 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 stakeholders
- 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
- 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 needed to support 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 to draft all technical requirements for the above mentioned anticipated deliverables. Fulfilment of this function by the Ministry's personnel is not possible due to the limited number of civil servants with the competences of best corporate governance standards and practices, and ability to adopt them in Ukraine.

2. Duration and proposed timeframe:



This consultancy appointment is expected to start on January 2, 2018 and has an estimated overall duration of 12 months. Subject to the availability of funding, the performance of the selected consultant and the specific needs of the RST, this appointment may be extended.

The Consultant shall deliver services in Ukraine and for no less than working 20 days per calendar month.

3. Main Duties and Responsibilities:

Support to Working Groups and Legal Approximation Expert

- data and information search, integration and analysis;
- preparation of ToRs for the introduction of IT tools, necessary to achieve relevant reform objectives;
- organizational and logistical support to the RST (events, round tables, conferences and forums to engage stakeholders on key reform themes and policy proposals);
- preparation of slides for presentations, infographics, etc.

The Analyst will be subordinated to the RST Director.

4. Qualifications, Skills and Experience:

4.1. Qualifications and skills:

- Bachelor degree in Economy, Computer Science, IT or Environmental science/ Environmental management / Environmental protection. Master degree is an asset
- Strong analytical and presentation skills
- PC literacy (advanced PowerPoint, Project, Excel, Word skills)
- Fluency in Ukrainian and English

4.2. General professional experience:

- More than 5 years of general professional experience, including 2 years in the areas relevant to the environmental protection issues
- Prior experience of work in public services or environmental protection is a plus

4.3. 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 government entities and their mandate and processes is an asset

5. Assignment Value

The estimated monthly value of this consultancy position is in the region of 400 – 1000 EUR. The funding source of this assignment is the EBRD-Ukraine Stabilisation and Sustainable Growth Multi-Donor Account. Selection and contracting will be subject to the availability of funding.

6. Submissions



Submissions must be prepared in English and delivered electronically by November 26, 2017 23.59 (Kyiv time) to the following address: rst@menr.gov.ua.

All submissions must include:

- a completed Application Form
<https://drive.google.com/open?id=0BxGHsVN8dq3oel8wckxaVGZjVmc>,
- the candidate's Curriculum Vitae and Reference Letter from a recent supervisor (original in English, or Ukrainian with English translation) together with the contact details for two further referees who, if contacted, can attest to the professional and/or educational background of the candidate. Reference checks will be conducted at the discretion of the Recruitment Committee and Recruitment Panel and with prior approval of the candidate.

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

7. Selection Procedure

Following the evaluation of all applications received, selected candidates will be invited to a brief written test in the Ministry of Ecology and Natural Resources of Ukraine (35, Metropolyta Vasylia Lypkivskoho Street, Kyiv, 03035) covering both general and technical questions in both English and Ukrainian. Only short-listed candidates will be invited to an interview.