

TERMS OF REFERENCE

Business Analyst (Cat. 2)

Public Administration Reform

1. Objective(s) and linkages to Reforms

A Reform Support Team (RST) at the Ministry of Infrastructure of Ukraine (MoI) is a group of Ukrainian professionals (non-civil servants) funded on a temporary basis by the donors that provides targeted technical support and assists 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.

2. Position and reporting line

The RST needs an *Business Analyst* who will assist in improvement of the e-governance system of the Ministry and related agencies, support implementation of digitalization processes and IT projects.

The *IT Business Analyst* will be subordinated to *RST Director* and *Senior Project Manager: Public Administration Reform*, and also cooperate closely with *Junior Project Manager: Public Administration Reform*. This expert will work with the team of Deputy Minister - CDTO of the Ministry of Infrastructure, Directorate of Digital Infrastructure.

3. Duration and proposed timeframe

Duration of current assignment is till 31 August, 2021 with an extension till August 2022 (subject to the availability of funding, the performance of the selected consultant and the specific needs of the RST).

4. Main Duties, Responsibilities and Deliverables

- Daily development and investigation of existing business processes and formulating recommendations for optimization
- Support and facilitate the development of the IT Strategy and Action plan for the MoI in cooperation with the MoI relevant units and other relevant projects
- Support the development of the IT Roadmap (projects and activities)
- Collaboration with technical team and developers, preparation of the business requirements and control of execution
- Providing propositions for improvement of e-government processes and services
- Assistance in development and implementation of e-services projects in MoI and related agencies
- Support in digitalization of the transport sector
- Other responsibilities as assigned by the RST Director

5. Qualifications, Skills and Experience

5.1 Qualifications and skills:

- At least a Bachelor's degree in computer sciences, cybernetics, economics, finance, management
- PC literacy (advanced PowerPoint, Project, Excel, Word; Visio is an asset)

- Fluency in Ukrainian, Russian and English
- Verbal and written communication skills

5.2 Qualifications and skills:

- Minimum 5 years of general professional experience
- Minimum 3 years in IT, engineering industry, business analysis

5.3 Other experience:

- Proven knowledge and skills in business process modelling and analysis
- Familiarity with the reform agenda in Ukraine
- Experience working with multidisciplinary teams is an asset

6. Funding Source

The funding source of this assignment is the EBRD Ukraine Stabilisation and Sustainable Growth Multi-Donor Account (MDA). Contributors to the MDA are Denmark, Finland, France, Germany, Italy, Japan, the Netherlands, Norway, Poland, Sweden, Switzerland, the United Kingdom, the United States and the European Union, the largest donor.

Please note, selection and contracting will be subject to the availability of funding.

7. Submissions

Submissions must be prepared in English only and be delivered electronically **by 17 June 2021** to hr.rst.miu@gmail.com.

All submissions must include:

- 1) completed Application Form (*please find it in the position announcement*)
- 2) NDA form (*also in the position announcement*)
- 3) Curriculum Vitae
- 4) 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.

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

8. Selection Procedure

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