**Description of responsibilities and requirements to qualifications, skills and experience of RST positions at the Ministry of Regional Development, Construction, Housing and Communal Service of Ukraine**

**POSITION: Designer (Category 3, Communication)**

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

A Reform Support Team (RST) at the Ministry regional development, construction, housing and communal services of Ukraine (MinRegion) 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 assists 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.

RST is funded by the EBRD managed Ukraine Stabilisation and Sustainable Growth Multi-Donor Account (MDA). The contributors are: Denmark, the European Union, Finland, France, Germany, Italy, Japan, the Netherlands, Poland, Sweden, Switzerland, the United Kingdom and the United States of America.

Communication is an indispensable part of the reforms process. Consistent and comprehensive communications are needed to ensure public awareness and understanding of MinRegion and RST’s efforts and to fuel civil society’s activities in supporting the reforms process.

Qualified communications professional is needed in order to strengthen MinRegion’s Press Office and support the Ministry’s communications efforts. Lack of qualified personnel in the Ministry does not allow the Press Office to concentrate on reforms communications to the extent needed for changing overall public perception in such very sensitive sectors as housing and communal services and construction industry.

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

A designer will work in close cooperation with MinRegion’s Press Office developing concepts, graphics and layouts for information illustrations.

1. **Duration and proposed timeframe:**

Duration of the assignment is until December 31, 2019 with the possibility of extension, subject to approval in accordance with the MDA procedures, two-month probation period should apply to the successful candidate.

1. **Main Duties and Responsibilities:**

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

* working with experts, briefing and advising them with regard to design style, format, print production and timescales;
* developing concepts, graphics and layouts for information illustrations;
* determining size and arrangement of illustrative material and copy, and font style and size;
* preparing rough drafts of material based on an agreed brief;
* reviewing final layouts and suggesting improvements if required;
* liaising with external printers on a regular basis to ensure deadlines are met and material is printed to the highest quality;
* developing of concept of design of layouts of POS-materials and/or electronic graphic materials, video materials and their realization;
* preparing of materials for printing;

processing and retouching of photos, video editing;

* creating of presentation materials.

1. **Main anticipated deliverables:**

* Printed or/and electronic graphic materials.
* Prepared of presentation materials and video materials.

1. **Qualifications, Skills and Experience:**
   1. **Qualifications and skills:**

* At least a bachelor’s degree; communication design, graphic design would be an asset,
* Strong analytical, communication and presentation skills,
* Professional knowledge of Windows and / or Mac OS platforms as well as graphical software from the Adobe suite and 3D programs (3ds Max), video editing skills;
* PC literacy (advanced PowerPoint, Project, Excel, Word, Graphic programs, HTML)
* Fluency in Ukrainian and English
  1. **General professional experience:**
* More than 10 years of general professional experience. Prior experience of work in public services reform team is a plus.
  1. **Specific professional experience:**
* Minimum 5 years of general professional experience as a designer;
* Experience with the reform implementation in Ukraine is a plus;

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

* % of tasks delivered within deadlines,
* Timely submission of monthly performance reports.

1. **Remuneration**

The estimated monthly value of this consultancy position is in the region of EUR 400 - 1000 GROSS. The funding source of this assignment is the EBRD-Ukraine Stabilisation and Sustainable Growth Multi-Donor Account. The exact rate will be made by the Recruitment Committee comprised of representatives of MinRegion and international donors.

1. **Submissions**

Submissions must be prepared in English and delivered electronically by January 14, 2019 to the following address: [rstminregion@gmail.com](mailto:rstminregion@gmail.com)

All submissions must include:

* Filed 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.

1. **Selection Procedure**

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