



POSITION: Legal Intern

1. Objectives and linkages to Reforms

The Reform Support Team (RST) at the State Road Agency of Ukraine (Ukravtodor) 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 Agency 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 Agency's priorities and relevant donor support.

2. Position and reporting line

The Legal Intern will be a part-time consultant in the Reform Support Team at the State Road Agency of Ukraine (Ukravtodor).

The Legal Intern will provide legal support to activities of the Ukravtodor and the RST ensuring proper legal assistance of key reforms and initiatives.

He or she will report to the RST Legal Council, who in turn reports to the RST Director.

3. Duration and proposed timeframe

Total duration of the current assignment is till 30 August 2021. Subject to the availability of funding, the performance of the selected consultant and the specific needs of the RST, this appointment may be extended.

4. Main Duties and Responsibilities

- Assistance in legal analysis of current legislation and preparation of proposals in the process of reforming of the road sector;
- Assistance in preparation of legal acts and subordinate acts;
- Providing support to Reforms Project Managers on drafting and discussion of legal documents regarding implementation of reforms on restructuring;
- Engagement of relevant stakeholders (experts, government officials, donors, etc.) to Working Group activities;
- Resolution of problems and obstacles encountered during implementation process, identifying and communicating important issues requiring decision of the RST Director;
- Preparation of timely and quality reports and status updates on reform implementation progress to the Head of the Ukravtodor and RST Director.

5. Qualifications, Skills and Experience

5.1 Qualifications and skills:

- Successfully completed at least 2 years of Bachelor's or Master's studies in law. Bachelor's or Master's studies in economics, finance, public relations is an asset;



- Strong organizational management, communication and presentation skills;
- PC literacy (PowerPoint, Project, Excel, Word);
- Fluency in Ukrainian and English.

5.2 General professional experience:

- Preferably more than 1 year of general professional experience.

5.3 Specific professional experience:

- Preferably 1 year of experience in public legal affairs;
- Experience with the reform implementation in Ukraine;
- Experience in working in 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 **June 6, 2021** to Ukravtodor.RST@gmail.com.

All submissions must include:

- 1) 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 test. Only shortlisted candidates will be invited to the interview.