

TERMS OF REFERENCE

Job Description and Person Specification

Please note this statement is for information only and does not form part of a contract. This list is not exhaustive and you will be expected to undertake such duties as may be assigned to from time to time. The FEAO is a small team and staff are expected to be flexible in their work in order to deliver the objectives of the organization.

Job title - Economic Analyst

Contract type - Fixed term consultancy contract; full time

Location - Kyiv, Ukraine

Starting salary - Competitive local fee-based remuneration

Contract length - Initial six-month contract with extension based on satisfactory performance

Financial and Economic Analysis Office (FEAO)

The FEAO was established in January 2016 to provide independent and non-partisan economic, financial and legal analysis to the Verkhovna Rada of Ukraine (VRU), its members and committees. The office produces a series of standard products which present independent and factual information to the VRU, as well as responding to requests from committees and individual members and their staff.

The FEAO is currently in its development stage and it is being supported by a consortium of partners including WFD, GIZ and Intern League. The aim of the project is ultimately to improve the quality of financial legislation and the quality of information and analysis which is available to the VRU's members and committees. For more information see: www.feao.org.ua

The contract is being offered by the Westminster Foundation for Democracy on behalf of the partners and the FEAO.

Main purpose of the role

Conduct research, prepare reports, or formulate plans to address economic problems related to the production and distribution of goods and services or monetary and fiscal policy. Collect and process economic and statistical data using sampling techniques and econometric methods.

Main Duties

- Research and analyze economic issues
- Conduct surveys and collect data
- Analyze data using mathematical models and statistical techniques
- Prepare reports, tables, and charts that present research results
- Interpret and forecast market trends
- Advise governments on economic topics
- Design policies or make recommendations for solving economic problems
- Write articles for publication in newsletters and academic journals

Essential knowledge, skills and experience

- A sound academic and practical grounding in economics and financial analysis; minimum of a Masters level degree in economics or a related field
- A strong track record of delivery of high-quality products, meeting the needs of customers
- Experience of conducting financial and costing analysis of legislation and policies

- Exceptional numerical and analysis skills
- Fluent written and spoken English and Ukrainian
- Non-partisan and independent operator
- An open and consultative managerial style able to motivate a team to work effectively
- Diplomatic and approachable personality with a “can-do” attitude
- An open communicator and good networker who is able to deliver to customer requests and requirements

The appointment will be made on merit on the basis of fair and open competition. This is a locally based role and therefore the successful candidate must have eligibility to work in Ukraine.

Please submit a **CV and covering letter** to info@feao.org.ua by **23:59(GMT) 21 October 2016**.