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МІНІСТЕРСТВО
ОСВІТИ І НАУКИ
УКРАЇНИ

**POSITION: Senior Project Manager, Digitalisation of Vocational Education and Training (Category 1)**

## 1. Objective(s) and Linkages to Reforms

The Recovery and Reform Support Team (RST) at the Ministry of Education and Science of Ukraine (MoES) is a group of Ukrainian professionals (non-civil servants) funded on a temporary basis by donors to provide targeted technical support and assist the Ministry in the design and implementation of recovery and reform priorities. The RST assists in filling capacity gaps in the design and implementation of priority reform strategies and programmes while strengthening links and partnerships between the Ministry's priorities and relevant donor support.

The RST is part of the Ukraine Recovery and Reform Architecture Programme (URA), a comprehensive technical assistance programme deployed by the European Bank for Reconstruction and Development (EBRD), in partnership with the European Union, to support critical reform processes in Ukraine.

The RST assists the MoES in the implementation of priority education reforms in the following areas: , Vocational Education and Training (VET), as well as Public Administration Reform (PAR) and Digital Transformation of Education.

## 2. Position and Reporting Lines

The expert will report to the RST Director / RST Deputy Director (VET) and maintain close coordination and collaboration with the relevant Deputy Minister, Director-General of the Directorate for Vocational Education and Training.

## 3. Duration and Duty Station of the Assignment

This consultancy assignment is expected to start in July 2026 and has an estimated duration until August 2027. Subject to the availability of funding, the performance of the selected consultant and the specific needs of the RST, the appointment may be extended. The probation period is two months.

Selected candidate will be expected to be based in Kyiv.

## 4. Main Duties, Responsibilities and Deliverables

The expert is expected to provide assistance in the following areas:

- Provision of strategic management and expert support, as well as coordination and implementation of initiatives and projects of the Ministry of Education and Science regarding the digitalisation of VET, including those carried out with the support of development partners;

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- Development of strategies, legal frameworks, regulations, etc. in relation to the digitalisation of VET;
- Ensuring electronic admission to VET schools;
- Ensuring the development of the 'VET Online' platform (pls., see https://profosvita.online/);
- Ensuring the implementation of data collection through Education Management Information System (EMIS), including providing expert support on process improvement and work with EMIS;
- Creation of conditions for active use of electronic educational resources and digitisation of operational processes of the VET system;
- Provisions of expertise on draft legal acts regarding their compliance with EU policies;
- Establishing and building relationships with key stakeholders;
- Other areas/tasks within their competence and upon the request of the Ministry.

**Expected Deliverables**

Consulting services and assistance provided in (but not limited to):

- Coordination of activities of projects and initiatives related to the digitalisation of VET;
- Preparation of the Strategy for further development of 'VET Online' platform;
- Recommendations on the improvement of e-admissions through the Single State Electronic Database of Education (EDEBO) based on the results of the entry campaign;
- Plan of activities on Education Management Information System (EMIS) improvement.

**5. Qualifications, Skills and Experience**

**5.1 Qualifications and Skills:**

- Master's degree (or equivalent) in a relevant field (IT, computer science etc.), which could be replaced by a combination of a master's degree in business, education management, social sciences or other fields with a minimum 3 years of experience in IT; Exceptional command of the Ukrainian language and good command of English, with the ability to articulate complex strategic concepts in both languages;
- Impeccable ethical standards;
- Strong interpersonal skills for effective collaboration with diverse stakeholders, including government officials, international donors, and other stakeholders;
- Strong presentation skills;
- Strong analytical skills, with the ability to analyse complex data and trends to inform strategic decision-making;
- Advanced strategic thinking and planning skills, with a focus on developing and implementing long-term strategies.

**5.2 Professional Experience:**

- More than 7 years of general post-graduate professional experience;
- More than 5 years of specific experience in the field of IT, management, management of education or related sectors, design and development of business processes, data analytics / engineering;
- Proven capacity in leading organisational change and managing stakeholders;
- Ability to assess risks and opportunities, with a focus on achieving long-term objectives, would be an asset;
- Experience in fostering collaborative partnerships to achieve common objectives;

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- Proficiency in project management methodologies, ensuring successful planning, execution, and monitoring of complex projects;
- Capability to deliver projects on time and within budget, demonstrating strong project governance.

**5.3 Other Competencies:**

- Knowledge of the education field and in particular Vocational Education and Training would be an asset;
- Experience in applying the results-based management (RBM) methodology in strategic planning would be an asset;
- Experience in developing programme or strategic documents;
- Experience in participating in working group meetings, consultation meetings, conferences, roundtables, seminars, training, and other relevant events with national stakeholders, including through moderating/facilitating discussions and delivering presentations;
- Experience in developing internal institutional regulations, guidelines and information materials on specific aspects related to education and science;
- Familiarity with the reform agenda in Ukraine would be an asset;
- Experience in working with local and international experts;
- Experience in working with government organisations, public bodies would be an asset;
- Experience working in multidisciplinary teams would be an asset;
- General knowledge of the institutional framework of the education sector in Ukraine is desirable.

**6. Funding Source**

The funding source of this assignment is the EBRD Ukraine Stabilisation and Sustainable Growth multi-Donor Account, contributors to which are Austria, Denmark, Finland, France, Germany, Italy, Japan, Latvia, the Netherlands, Norway, Poland, Slovenia, Sweden, Switzerland, the United Kingdom and the United States, and the European Union.

Please note that 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 **30.06.2026, 23:59 (Kyiv time)** to the following address: rstmoes.recruitment@gmail.com. All submissions must include a completed Application Form, NDA Form, the candidate's Curriculum Vitae and contact details of three referees who, if contacted, can attest to the professional and/or educational background of the candidate.

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

**Important notice: only Ukrainian nationals are eligible to apply; civil servants are not eligible to apply unless 6 months have elapsed since they left such employment.**
Only applications that have been submitted using the correct template and are duly completed will be considered.

**8. Selection Procedure**

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

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