



**МІНІСТЕРСТВО
ОСВІТИ І НАУКИ
УКРАЇНИ**

POSITION: Senior Project Manager on Public Administration Reform (Category 1)

1. Objective(s) and linkages to Reforms

A 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 the donors to provide targeted technical support and assist the Ministry 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.

The RST is operational as of June 2019. It is currently helping the MoES to implement two priority educational reforms: the general secondary education reform – the New Ukrainian School (NUS), and the reform of Vocational Education and Training (VET), as well as Public Administration Reform (PAR) and Digital Transformation of Education.

2. Position and reporting line

The Senior Project Manager is directly subordinated to the RST Director, Director-General of the Directorate for European Integration, Budgeting and Policy Coordination and the State Secretary of the MOES.

3. Duration and proposed timeframe

This consultancy appointment is expected to start in January 2022 and has an estimated initial duration of up to 8 months. Subject to the availability of funding, the performance of the selected consultant and the specific needs of the RST. The probation period is one month.

4. Main Duties, Responsibilities and Deliverables

Ensuring the implementation of RST tasks in the direction of "Promoting the capacity building of the MOES: Organisational Development", in particular:

- monitoring the needs of the Ministry of Education and Science of Ukraine in donor support in the fields of education and science by developing a format for collecting relevant information, its processing and presentation;
- monitoring of the development partners' project activities in support of education and science of Ukraine in the war and post-war periods;
- search for donors to ensure the implementation of individual projects;
- preparation of information and analytical materials for the formation of a systemic vision of the potential assistance of development partners;
- elaboration of proposals of development partners regarding cooperation and support of education and science;
- planning joint activities between the MOES and development partners, developing a corresponding plan for 2023;

- organisational support for the activities of the Sectoral Working Group "Education and Science"
- expert and organisational support for strategic planning and implementation of the "Education and Science" section of the Recovery Plan of Ukraine;
- other tasks in accordance with the MOES requests and subject to agreement with the URA 2.0 project donors.

Deliverables

- Creation and regular updating of the donor coordination matrix;
- Joint activities plan of the MOES and Development Partners for 2023;
- Information and analytical materials regarding the needs of the MOES and the activities of Development Partners;
- Provided consultations and support regarding cooperation with donors

5. Qualifications, Skills and Experience

5.1 Qualifications and skills:

- Master's degree
- Perfect Ukrainian and fluent English
- Impeccable ethical standards
- Excellent communication and interpersonal skills
- Strong analytical and presentation skills, organisational management skills
- Motivated team player with the ability to work independently
- General understanding of political processes would be an advantage

5.2 Professional experience:

- At least 10 years of work experience after graduation
- Experience in the educational field will be an advantage
- Experience in working with government organisations, public bodies will be an advantage

5.3 Specific professional experience:

- At least 5 years of work experience in international technical assistance projects;
- Previous successful experience of coordination/preparation/implementation of projects, successful reporting to donors and the head of the organisation within the scope of international technical assistance projects or projects implemented with the support of international donor organisations;
- Experience in project management and consulting on the development of the institutional capacity of state bodies, including for donor projects, will be an advantage;
- Knowledge of the best Ukrainian and world practices of organisational development;
- Understanding the principles and policies of the EU in the field of public administration, as well as the topic of European integration and association between Ukraine and the EU will be an advantage;
- Understanding the reform agenda in Ukraine;
- Experience working with national and international experts will be an advantage;
- Proven ability to work in a multicultural environment;
- Experience working in multidisciplinary teams is welcomed;
- Awareness of education sector governance and policies is an additional benefit;
- Understanding of project administration and reporting procedures for EU and other donor projects would be an advantage.

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 11.12.2022, 23:59 (Kyiv time) to the following address: rstmoe.recruitment@gmail.com. All submissions must include a completed [Application Form](#), [NDA Form](#), the candidate's Curriculum Vitae and 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. In case of availability of a professional portfolio presenting experience in working with tools for visual content creation, it also must be submitted along with other application documents.

Only applications that have been submitted using the correct template and are 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.