



POSITION: Refor

**МІНІСТЕРСТВО
ОСВІТИ І НАУКИ
УКРАЇНИ**

m

Support Team Assistant (Category 4)

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).

2. Position and reporting line

The Assistant is directly subordinated to the RST Director, RST Deputy Directors.

3. Duration and proposed timeframe

This consultancy appointment is expected to start in December 2021 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

- Administrative, organisational, communicative and analytical assistance in implementation RST tasks for VET, NUS and PAR components
- Ad hoc research
- Liaison with the Ministry departments and organizations
- Support to organization of the recruitment process as RST Recruitment Committee Secretary
- General daily office support
- Assistance with administrative and organizational duties
- Support to networking activities and preparation of training events
- Logistic support to preparation and conduction of RST/MoES events

Deliverables

- Timely and high quality fulfilment of given assignments

- Smooth administrative and organizational operations of the RST office
- Information notes and reports, when needed
- Translation / interpretation services, when needed (up to % 25 of working times maximum)

5. Qualifications, Skills and Experience

5.1 Qualifications and skills:

- At least a Bachelor degree in any field
- Perfect Ukrainian and fluent English
- Impeccable ethical standards
- Excellent communication and interpersonal skills
- Strong presentation skills
- Motivated team players with ability to work independently
- PC literacy (Photoshop, PowerPoint, Project, Excel, Word)

5.2 Professional experience:

- More than 1 year of general postgraduate professional experience
- Experience of work in the educational sector would be an asset

5.3 Other experience:

- Experience in administrative positions preferred
- Ability to work under time-pressure
- Impeccable organizational skills

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 **18.11.2021**, 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 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.