

**POSITION: Expert, Public Administration Reform (PAR)
(Category 2)****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: Early Childhood and Preschool Education, general secondary education reform – the New Ukrainian School (NUS), 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 Senior Expert, Public Administration Reform and RST Director and maintain close coordination and collaboration with the State Secretary of the Ministry of Education and Science.

3. Duration of the Assignment

This consultancy assignment is expected to start in February 2025 and has an estimated duration of until August 2025. 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.

4. Main Duties and Responsibilities

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

- **Re-launch of merit-based recruitment and selection process for civil servants**, in particular supporting recruitment of civil servants (including in institutions subordinated to the Ministry); providing regular initial support to newcomers regarding their key responsibilities and other internal working processes;
- **Improving internal business processes in the MoES**, in particular analysing internal processes at the Ministry, providing recommendations on their improvement and developing models of new/reshaped business processes for application in the MoES;

and support the Senior Expert (PAR) in:

- Coordinating strategic and operational planning in the MoES, including, but not limited to, information gathering and monitoring of plan implementation;
- Developing PAR related work plans and roadmaps by the Ministry and CEBs subordinated to the Ministry within their competence;
- Implementation of PAR related work plans and roadmaps, including ensuring coordination with relevant stakeholders (the RDO and other RSTs, EU4PAR and other international technical assistance projects, among others);
- Drafting reports and analytical materials for donors/stakeholders on PAR related initiatives, status of their implementation, etc.;
- Other responsibilities as assigned by the Senior Expert (PAR) and RST Director.

5. Qualifications, Skills and Experience

5.1 Qualifications and Skills:

- Master's degree (or equivalent) in a relevant field (Public Administration, Public Policy, Human Resources etc.);
- Degree in Business Analysis would be an advantage;
- Fluency in Ukrainian and English;
- Strong interpersonal skills for effective collaboration with diverse stakeholders, including government officials, international donors, among others;
- Strong presentation and analytical skills;
- PC literacy in Microsoft software (PowerPoint, Excel, Word, Project), Google Apps (Gmail, Calendar, Google Docs);

5.2 Professional Experience:

- More than 5 years of general post-graduate professional experience;
- More than 3 years of specific experience in the field of public administration, public sector consulting or related areas;

5.3 Other Competencies:

- Proven knowledge of Ukrainian legislation on civil service;
- Good understanding of Public Administration Reform in Ukraine and relevant regulations/legislation;
- Proven knowledge and professional experience in human resource management;
- Experience with government entities and their mandate and processes is an asset;
- 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.

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 Austria, Denmark, Finland, France, Germany, Italy, Japan, Latvia, the Netherlands, Norway, Poland, Sweden, Switzerland, the United Kingdom, 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 **07.02.2025, 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.

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

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.