



**МІНІСТЕРСТВО
ОСВІТИ І НАУКИ
УКРАЇНИ**

**POSITION: Senior Expert, Public Administration Reform (PAR)
(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: 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 RST Director and maintain close coordination and collaboration with the State Secretary of the Ministry of Education and Science.

3. Duration and Duty Station of the Assignment

This consultancy assignment is expected to start in January 2025 and has an estimated duration 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.

Selected candidate will be expected to be based in Kyiv.

4. Main Duties and Responsibilities

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

- **Shaping and driving implementation of the PAR agenda in the MoES**, in particular assisting in the formulation of key initiatives (such as internal assessment against OECD SIGMA principles and EC recommendations, formulation of ministerial PAR priorities, plans and projects), modalities of their implementation, engaging and coordinating relevant

stakeholders, in line with recommendations outlined in key strategic documents – including but not limited to PAR Strategy 2022-2025, EU Enlargement Report on Ukraine, 2023 SIGMA Monitoring Report and the Ukraine Plan, CMU initiatives and the current situation in the Ministry;

- **Coordinating strategic and operational planning in the MoES**, including, but not limited to, information gathering and monitoring of plan implementation;
- **Implementation of structural and functional changes in the Ministry and subordinated institutions** in accordance with governmental plans:
 - improving the ways of cooperation between the Ministry and subordinated CEBs, including but not limited to establishing cooperation frameworks;
 - transfer of select Ministry functions to the subordinated CEBs, etc.;
- **Ensuring seamless coordination of work within the PAR stream** with other teams of the URA architecture (RDO and other RSTs as relevant) and maintaining close collaboration with EU4PAR and other international technical assistance projects and stakeholders as relevant;
- General expert support in the re-launch of merit-based recruitment and the selection process for civil servants;
- General expert support in improving internal business processes at the MoES;
- Development of work plans, roadmaps, strategies, project plans, and policy papers for the Ministry and CEBs subordinated to the Ministry within their competence;
- Drafting reports and analytical materials for donors/stakeholders on PAR-related initiatives, status of their implementation, etc.;
- Other responsibilities as assigned by the 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, Economics, Political Science etc.);
- Degree in Project Management, Business Administration is 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 skills;
- Strong analytical skills, with the ability to analyse complex data and trends to inform strategic decision-making;
- PC literacy in Microsoft software (PowerPoint, Excel, Word, Project), Google Apps (Gmail, Calendar, Google Docs);

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 public administration, public sector consulting or related areas;
- Experience in fostering collaborative partnerships to achieve common objectives;

5.3 Other Competencies:

- Proven knowledge of Ukrainian legislation on civil service;

- Familiarity with the current reform agenda in Ukraine, good understanding of policy formulation processes and policy dialogues;
- Good understanding of Public Administration Reform in Ukraine and relevant regulations/legislation/international standards, including the OECD/SIGMA Principles of Public Administration;
- Familiarity with EU integration processes; familiarity with EU acquis will be considered an advantage;
- Experience with government entities and their mandate and processes is an asset;
- Experience in applying the results-based management (RBM) methodology in strategic planning;
- 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, the largest donor.

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 **5.01.2025, 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.