



**POSITION: Legal Expert on 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, Vocational Education and Training (VET), as well as Public Administration Reform (PAR) and Digital Transformation of Education.

2. Position and Reporting Lines

The Legal Expert will report to the Senior Expert on Public Administration Reform and RST Director and maintain close coordination and collaboration with the State Secretary of the Ministry of Education and Science of Ukraine.

3. Duration of the Assignment

This consultancy assignment is expected to start in April 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 Legal Expert will be part of the PAR Team who will be responsible for legal support in the implementation of the PAR and capacity building activities in MoES. All tasks performed by the Legal Expert are to be aligned with the PAR agenda in the Ministry and RST MoES.

The Legal Expert is expected to provide assistance in the following areas:

- **Legal support to the MoES**, in particular, providing consultations, conducting legal analysis on PAR, preparing sample documents, regulations and other documentation regulating the process of implementing the PAR;

- **Drafting and advancing legislation**, ensuring compliance with European and Ukrainian regulatory acts, fostering stakeholder collaboration to support the MoES in achieving its PAR objectives and incorporating gender equality principles and initiatives when possible;
- **Legal support for improving internal business processes in the MoES**, in particular analysing internal processes at the Ministry, providing recommendations on their improvement for application in the MoES;
- **Legal support for the implementation of structural and functional changes** in the Ministry and subordinated institutions in accordance with governmental plans: improving mechanisms of cooperation between the Ministry and subordinated central executive bodies (CEBs), including but not limited to establishing cooperation frameworks, transfer of select Ministry functions to subordinated CEBs, among others.

The Legal Expert is expected to provide additional support to the PAR Senior Expert in:

- Developing PAR related work plans for the Ministry and CEBs subordinated to the Ministry within their competence;
- Drafting reports and analytical documents for donors/stakeholders on PAR related initiatives;
- Other PAR relevant tasks as assigned by the Senior Expert (PAR) and RST Director.

5. Qualifications, Skills and Experience

5.1 Qualifications and Skills:

- Master's degree in Law (e.g. Public Administration Law, Constitutional Law, Administrative Law etc.);
- Strong knowledge of Ukrainian legal and regulatory frameworks;
- Fluency in Ukrainian and good command of English;
- Impeccable ethical standards;
- Strong analytical skills;
- PC literacy in Microsoft software (Excel, Word etc.), Google Apps (Gmail, Calendar, Google Docs).

5.2 Professional Experience:

- More than 5 years of general post-graduate professional experience;
- Minimum 3 years of experience as a lawyer/legal expert;
- General experience in legislative and/or legal advice and/or legal research in Ukraine (legal drafting, legal enforcement, regulatory analysis, compliance checks, policy implementation, policy evaluation, academic research etc.). Professional experience is calculated as of the date of receipt of the relevant diploma;
- Experience in drafting and reviewing legal acts, by-laws, and amendments, with a demonstrated ability to align them with Ukrainian and EU legal standards;
- Experience in contract law and/or corporate law and knowledge of relevant regulatory frameworks and industry practices;
- Experience in drafting legal acts in the field of education will be an advantage.

5.3 Other Competencies:

- Proven knowledge of Ukrainian legislation on civil service;
- Experience with government entities and their mandate and processes is an asset.

6. Funding Source

The funding source of this assignment is the EBRD Ukraine Stabilisation and Sustainable Growth Multi-Donor Account (MDA), contributors to which 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 **13.04.2025, 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.