



**МІНІСТЕРСТВО
ОСВІТИ І НАУКИ
УКРАЇНИ**

POSITION: Expert 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)

2. Position and reporting line

The expert is directly subordinated to the RST Director, Head of the Directorate of European Integration, Budgeting and Policy Coordination.

3. Duration and proposed timeframe

This consultancy appointment is expected to start in February 2022 and has an estimated initial duration of up to 7 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: Organizational Development".
 - support for the development of a quality management system in the Ministry of Education and Science;
 - providing consultations and support on researching the level of MoES employees' engagement;
 - support for the implementation of the Human Resources Management Information System (HRMIS) in the Ministry of Education and Science;
 - support of the implementation of the Anti-Corruption Programme of the Ministry of Education and Science for 2021-2023 in terms of ensuring the dissemination of anti-corruption information;
 - support of strategic planning and implementation of results-oriented management approaches in the work of the Ministry of Education and Science;
 - support for the creation of opportunities for internships at the Ministry of Education and Science of young people, in order to attract young highly qualified specialists to the civil service;

- o support for the implementation of the system of adaptation of new employees of the Ministry of Education and Science;
- o support of change management of the Ministry of Education and Science;
- o support for the improvement of procedures and tools for assessing the performance of civil servants, its coordination with the processes of strategic planning and reporting to the Ministry of Education and Science;
- o support of improvement of the procedure for selection of candidates for positions, in terms of improving the assessment of the candidate's competencies;
- o support of the formation of a personnel reserve for civil service positions.
- Other tasks in accordance with the MOES requests and subject to agreement with the URA 2.0 project donors.

Deliverables

- Report with the results of the inspection of the quality management system in the Ministry of Education and Science;
- Proposals to the Action Plan for improving the quality management system;
- Report and recommendations to support the implementation of the action plan to improve the quality management system in the Ministry of Education and Science;
- Study of the level of engagement of MoES employees in 2021-2022;
- Analytical report/note of the results of the survey of MoES employees' engagement and/or other surveys on MoES request;
- Presentation materials for explanatory work among students of specialized universities;
- Information brochure for new employees of the Ministry of Education and Science;
- Recommendations for improving the monitoring and control of the implementation of management decisions;
- Recommendations for professional training and advanced training of MoES employees, based on the results of the evaluation of the performance of MoES employees;
- List of questions for the members of the Competition Commission to determine the competencies of candidates for vacant positions;
- Recommendations on the formation of a personnel reserve for civil service positions;
- Reports on the development and implementation of the PAR in the Ministry of Education and Science;
- Consolidated RST-documents in the own direction of experts' work (meetings and minutes).

5. Qualifications, Skills and Experience

5.1 Qualifications and skills:

- Master's degree (or equivalent) in a relevant field (HR-management and organizational development, MBA, public administration, social sciences, etc.)
- Perfect Ukrainian and fluent English
- Impeccable ethical standards
- Excellent communication and interpersonal skills
- Strong organizational management, analytical and presentation skills
- Motivated team players with the ability to work independently
- PC literacy (PowerPoint, Project, Excel, Word)

5.2 Professional experience:

- 10 years of general professional experience
- Experience of work in the educational sector would be an asset

5.3 Other experience:

- More than 5 years of experience in the field of organizational development and personnel management

- Experience in project management and consulting on the institutional capacity development of public authorities, including for donor projects
- Significant knowledge of the best Ukrainian and world practices of organizational development and personnel management
- Awareness of EU principles and policies in the public administration field, as well as issues of European integration and association between Ukraine and the EU
- Understanding the reform agenda in Ukraine
- Experience working with local and international experts
- Proven ability to work in a multicultural environment
- Experience of work in multidisciplinary teams is an asset
- Awareness of education sector governance and policies is an asset
- Knowledge of the EU and other donors' projects administrative and reporting procedures is also an additional benefit

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 **31.01.2022**, 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.