



**POSITION: HR Expert (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 through the Ukraine Recovery and Reform Architecture (URA)¹ programme that provides targeted technical support and assists the Ministry of Education and Science 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 programmes, while strengthening links and partnerships between the Ministry's priorities and relevant donor support.

2. Position and Reporting Line

This assignment is a full-time consultancy position in the RST at the Ministry of Education and Science of Ukraine.

The Expert will report to the RST Senior Expert on Public Administration Reform (PAR) 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 appointment is expected to start in October 2025 and has an estimated duration of up to August 2027. Subject to the availability of funding, the performance of the selected consultant and the specific needs of the RST, the appointment may be extended.

4. Main Duties and Responsibilities

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

- support the Senior Expert on PAR in the coordination of PAR implementation and capacity building activities in the Ministry and CEBs subordinated to the Ministry (in close cooperation with the State Secretary and HR Department at MoES);

¹ Ukraine Recovery and Reform Architecture (URA) is a comprehensive technical assistance programme deployed by the European Bank for Reconstruction and Development (EBRD), in partnership with the European Union, to support critical recovery and reform processes in Ukraine. URA is financed from the Ukraine Stabilisation and Sustainable Growth Multi-Donor Account (MDA) managed by the EBRD.

- implementation of structural and functional changes in the Ministry and subordinated CEBs according to the governmental plans;
- support the Senior Expert on PAR in the introduction of modern HR processes and practices (recruitment, assessment and training, career development, remuneration, etc.) in the Ministry and CEBs/SOEs that are subordinated to the Ministry;
- selection of staff for the Ministry and CEBs/SOEs subordinated to the Ministry;
- promotion of professional development and improvement of the qualifications of the staff (support in the organisation of training, study sessions etc.);
- creation of content and tools for internal communications towards MoES employees (for example, for the establishment of company culture).
- drafting reports and analytical materials for donors/stakeholders on PAR related initiatives, status of their implementation, etc.;
- other responsibilities as assigned by the Senior PM on PAR and Institutional Capacity Building and the RST Director.

Core Deliverables

The following deliverables are provided upon MoES request:

- methodological materials on assessment of HR procedures;
- candidate/recruitment pool database of civil servants in the Ministry;
- methodological materials for conflict management training for the MoES employees etc;

Consulting services and assistance provided in:

- recruitment services for MoES;
- creation and maintenance of a database of candidates/recruitment pool of civil servants in the Ministry (proposing new recruitment tactics, developing effective recruitment strategies, assessing candidates and implementing best practices);
- implementation of HRMIS (Human Resources Management Information System) in the MoES;
- increasing the professional level of civil servants (management of the Knowledge Management Portal and other platforms);
- improving personnel management tools regarding the development and support of organisational culture, solving ethical dilemmas and promoting integrity, in order to form a favourable working environment and increase openness in state authorities;
- creation of an attractive social and psychological climate in the MoES, which contributes to employee effectiveness, motivation and development;
- preparation of information and analytical reports (as needed).

5. Qualifications, Skills and Experience

5.1 Qualifications and skills:

- Master's degree (or equivalent) in a relevant field (Public Administration, Public Policy, HR-management and any relevance to HR);
- Perfect Ukrainian and good command of English;

- Impeccable ethical standards;
- Excellent communication and interpersonal skills;
- Strong analytical and presentation skills;
- General PC proficiency (MS Office, E-mail software, web surfing, social networks).

5.2 Professional experience:

- More than 5 years of general post-graduate professional experience;
- Experience in the field of organisational development and personnel management, project management and consulting on the institutional capacity development of public authorities, including for donor projects;
- Experience of work in the education sector would be an asset.

5.3 Other competencies:

- More than 3 years of professional experience in human resource management;
- Experience with government entities and their mandate and processes;
- Good understanding of Public Administration Reform in Ukraine and EU would be an asset;
- Experience in conducting seminars, trainings and other relevant events, including by moderating/facilitating discussions.

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, Slovenia, Sweden, Switzerland, the United Kingdom and 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 **10.10.2025, 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 for 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 which have been submitted using the correct template and are fully 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.