

**POSITION: Senior Project Manager, Donor Coordination - VET
(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 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 assists 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 Senior Project Manager will report to the RST Director and maintain close coordination and collaboration with the relevant Deputy Minister and the Director-General on VET of the Ministry of Education and Science.

3. Duration of the Assignment

This consultancy appointment is expected to start in August 2026 and has an estimated duration of up to June 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 Senior Project Manager will lead coordination efforts between the Ministry and donor partners, translating strategic reform priorities into actionable plans, monitoring implementation, and ensuring partner engagement is coherent, responsive, and results-oriented.

The Senior Project Manager will provide support to the RST Director and the Ministry of Education and Science of Ukraine in:

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.

Donor Coordination and Engagement

- Serving as the main focal point for donor and development partner engagement in VET;
- Maintaining regular bilateral communication with donor focal points;
- Organising and moderating coordination meetings (including Thematic Subgroup VET of the Sectoral Working Group on Education and Science), preparing agendas, briefings, and minutes, ensuring follow-up on action points;

Information Management and Analysis

- Maintaining an updated donor/project coordination and needs matrix;
- Managing a coordination dashboard, analysing overlaps, gaps, and synergies in donor-supported initiatives;
- Identifying potential areas and partners to attract support;
- Preparing donor profiles, briefing kits, and visibility materials;
- Drafting speaking points, presentation content, and technical briefs for Ministry leadership;
- Liaising with implementing partners and departments for timely input and technical readiness;

Project and Technical Coordination

- Facilitating coordination between Ministry departments, technical experts, and donor representatives;
- Ensuring timely preparation of inputs for donor missions and joint reviews;
- Tracking progress indicators, gathering feedback, and supporting evidence-based decision-making;
- Developing new approaches and tools to ensure effective donor coordination to meet the needs of both donors and the Ministry;

Reporting and Learning

- Preparing internal progress reports, meeting summaries, and input for high-level presentations;
- Developing a Monitoring, Evaluation and Learning (MEL) system to track coordination effectiveness;
- Contributing to monitoring and evaluation processes.

Core Deliverables

The Consultant will be expected to provide the following deliverables, but not limited to:

- Regularly updated donor and needs matrix (quarterly) and dashboard (weekly);
- Briefing kits and donor information packages;
- Agendas, minutes and follow-up logs from coordination meetings;
- Reports and briefing notes for the Ministry's leadership;
- MEL system developed;
- Consulting services and assistance provided in time and of good quality;
- Other tasks upon request of the RST Director and/or Ministry's leadership within the area of responsibility.

5. Qualifications, Skills and Experience

5.1 Qualifications and skills:

- Master's degree (or equivalent) in a relevant field (Public Administration, Public Policy, International Relations, Project Management etc.);
- Exceptional command of both the Ukrainian and English language;
- Strong planning skills;
- Ability to manage complex stakeholder relationships;
- High level of initiative, independence, and responsiveness;
- Attention to detail, accuracy, and ability to meet tight deadlines;
- Impeccable ethical standards;
- Excellent communication and interpersonal skills;
- Strong analytical and presentation skills;
- General PC proficiency (MS Office, E-mail software, web surfing).

5.2 Professional experience:

- More than 7 years of general post-graduate professional experience;
- Experience of work in the education sector would be an asset.

5.3 Other competencies:

- More than 5 years of progressively responsible experience in project management, donor coordination, or sectoral reform;
- Proven experience working with international donors, multilateral agencies, or government institutions;
- Experience with dashboard tools, data tracking, and visualisation.

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, 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 **04.08.2026, 23:59** (Kyiv time) to the following address: rstmoe.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.