



**МІНІСТЕРСТВО
ОСВІТИ І НАУКИ
УКРАЇНИ**

POSITION: Project Manager on Digital transformation of education (Category 2)

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) and Digital Transformation of Education.

2. Position and reporting line

The Project Manager is directly subordinated to the RST Director, Director-General of the Directorate for Digital Transformation of Education

3. Duration and proposed timeframe

This consultancy appointment is expected to start in January 2022 and has an estimated initial duration of up to 8 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 "Digital transformation of education", in particular:

- support in the development of policies for digital transformation of education;
- support for the development of a centralised registration system for preschool and school-age children;
- provision of consulting support for the development of digital processes for enrolling, expulsion and transferring of students;
- support for the process of agreement and approval of the draft order of the Ministry of Education and Science "On Amendments to the Order of the Ministry of Education and Science of October 4, 2022 No. 1067" (Regulations "On the Distance Learning Web Platform All-Ukrainian online School");
- support in the development of centralised registration of children on the basis of AIKOM, in particular in the finalisation with the working group of the new regulation on registration of children, approval and conducting of legal expertise;

- development of a new procedure for enrolling, expulsion and transferring of students to general secondary educational institutions, including the development of a draft order of the Ministry of Education and Science on enrolling students and accompanying documents;
- other tasks in accordance with the MOES requests and subject to agreement with the URA 2.0 project donors.

Deliverables

- the draft order of the Ministry of Education and Science regarding the regulation on the Distance Learning Web Platform "All-Ukrainian School online" and accompanying documents for agreement, approval and state registration
- draft of the order on enrollment, expulsion and transfer of students to the secondary educational institutions and accompanying documents for agreement, approval and state registration
- draft resolution of the CMU on registration of children of preschool and school age and accompanying documents for approval, legal examination and submission to the CMU
- analytical and other documents related to the specified documents

5. Qualifications, Skills and Experience

5.1 Qualifications and skills:

- Master's degree
- Perfect Ukrainian and fluent English
- Impeccable ethical standards
- Excellent communication and interpersonal skills
- Strong analytical and presentation skills, organisational management skills
- Motivated team player with ability to work independently
- General understanding of political processes would be an advantage

5.2 Professional experience:

- At least 5 years of work experience after graduation
- Experience in the educational field will be an advantage
- Experience in working with government organisations and public bodies will be an advantage

5.3. Specific professional experience:

- At least 3 years of experiencing in developing programmes or strategic documents
- Application of RBM methodology in strategic planning and experience in facilitating and moderating team strategic sessions
- Development of methodology on specific aspects related to education and science
- Participation and contribution to the working group meetings, workshops, consultation meetings, conferences, roundtables, seminars, training, and other relevant events with national stakeholders, including through moderating/facilitating discussions and delivering presentations
- Development of institutional internal regulations, guidelines and informational materials on specific aspects related to education and science will be an asset
- Knowledge of the educational sector and/or problematics
- Familiarity with the reform agenda in Ukraine
- Knowledge of education and science sector policies in Ukraine will be an asset
- Experience of consulting government agencies in communications will be an asset
- Experience of working in multidisciplinary teams is welcomed;
- Experience of working with national and international experts will be an advantage;

- Assessment of legal acts and policy documents (draft documents and documents in force) will be 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 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 11.12.2022, 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.