

**Individual TOR for Reform Support Team  
at the Ministry of Education and Science of Ukraine**

**POSITION: *Reform Support Team Assistant***

ToR Date of Issuance: 17 April 2019  
Due Date for Applications: 2 May 2019

### **1. Objective(s) and linkages to Reforms**

The Reform Support Team Assistant (Category 4) will be a full-time consultant in the Reform Support Team at the Ministry of Education and Science.

The Reform Support Team (RST) is a group of Ukrainian professionals (not public servants) funded on a temporary basis by donors that provides targeted technical support and assists the Ministry in the design and implementation of sectoral strategies and priority reforms.

Competencies of the RST include the following core capacities:

- Expert analysis (preparation of reform proposals supported by evidence-based analysis, preparation of policy and legal drafts, regulatory impact assessment etc.) in the field of education reform, and
- Reform program planning, implementation and coordination (including performance indicators, progress reports, program management, monitoring and coordination, preparation of project proposals and other).

The RST is launched as of April 2019. It is currently helping the Ministry to implement two priority reforms: the general secondary education reform – the New Ukrainian School (NUS), and the reform of Vocational Education and Training (TVET).

### **2. Duration and proposed timeframe**

Duration of the assignment is until 31 December 2019, with starting date not later than 10 May 2019, including a 2-month probation period.

### **3. Main Duties and Responsibilities**

Overall assistance to:

- General office support;
- Assistance with administrative and organizational duties;
- Support to networking activities and preparation of training events;
- Ad hoc research;
- Liaison with the Ministry departments and organizations.

### **4. Main anticipated deliverables**

- Timely and high quality fulfilment of given assignments;
- Smooth administrative and organizational operations of the RST office.

## **5. Qualifications, Skills and Experience**

### **5.1 Qualifications and skills:**

- Impeccable ethical standards; excellent communication and interpersonal skills; strong organizational management, communication and presentation skills; motivated team player with ability to work independently;
- At least a Bachelor degree in any field;
- PC literacy (PowerPoint, Project, Excel, Word);
- Fluency in Ukrainian and English.

### **5.2 General professional experience:**

- More than 1 year of general professional experience.

### **5.3 Specific professional experience:**

- Experience in administrative positions preferred;
- Ability to work under time-pressure;
- Impeccable organizational skills.

## **6. Assignment Value**

The estimated monthly value of this consultancy position is in the region of EUR 300 to EUR 700. The funding source of this assignment is the EBRD Ukraine Stabilisation and Sustainable Growth Multi-Donor Account (MDA). The contributors are: Denmark, the European Union, Finland, France, Germany, Italy, Japan, the Netherlands, Poland, Sweden, Switzerland, the United Kingdom and the United States of America. 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 2 May 2019 to the following address: [rst@mon.gov.ua](mailto:rst@mon.gov.ua)

All submissions must include a completed [Application Form](#), the candidate's Curriculum Vitae and Reference Letter from a recent supervisor.

Only applications which 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 will be invited to a brief written test covering both general and technical questions in both English and Ukrainian. Only short-listed candidates will be invited to an interview.