

POSITION: TVET Communication Expert (Category 3)

ToR Date of issuance: 31 May

Due Date for Application: 14 June

1. Objective(s) and linkages to Reforms

The TVET Communication Expert (Category 3) 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 to be operational as of June 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 28 June 2019, including a 2-month probation period.

3. Main Duties and Responsibilities

- Development of relevant communication materials, such as press releases, briefs, presentations (etc.) reflecting the work of RST as well as promoting the TVET reform and its key achievements;
- Jointly with other RST staff and relevant Ministry units develop and implement TVET reform communication and promotion strategies and plans;
- Facilitation of partnerships between regional authorities, employers, training institutions and businesses;
- Accumulation and analyses of feedback from the regions;
- Maintain calendar, schedule meetings and appointments, and make necessary travel arrangements;
- Establish and build relationships with key stakeholders inside and outside the Ministry;
- Organizational and logistical support to Reform team (events, roundtables, conferences and forums to engage stakeholders on key reform themes and policy proposals);

- Alignment of actions with the DG on vocational education and the press-department of the Ministry.

4. Main anticipated deliverables

- Presentation and information materials;
- Communication plan and communication campaigns;
- Feedback analysis.

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 the relevant field - Master degree preferred;
- PC literacy (PowerPoint, Project, Excel, Word);
- Fluency in Ukrainian and English.

5.2 General professional experience:

- More than 3 years of general professional experience

5.3 Specific professional experience:

- Minimum 1 year of specific professional experience in communications;
- Preferably knowledge and experience in the field of education sphere;
- Proved experience in communications, campaign planning, stakeholder engagement;
- Ability to work with communication and presentation IT tools and platforms;
- Presentation skills;
- 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 400 to EUR 1000. 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 to the following address: 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.