



МІНІСТЕРСТВО ОСВІТИ І НАУКИ УКРАЇНИ

POSITION: New Ukrainian School *Communication Expert* (Category 3)

1. Objective(s) and linkages to Reforms

A Reform Support Team (RST) at the Ministry of Education and Science is a group of Ukrainian professionals (non-civil servants) funded on a temporary basis by the donors that provides targeted technical support and assists 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 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).

The Communication Expert (Category 3) will be subordinated and will report to the RST Deputy Director – NUS.

2. Duration and proposed timeframe

This consultancy appointment has an estimated overall duration until 31 December 2019 inclusively. Subject to the availability of funding, MDA procedures, the performance of the selected consultant and the specific needs of the RST, this appointment may be extended.

The Consultant shall deliver services in Ukraine and for no less than working 20 days per calendar month.

3. Main Duties and Responsibilities

- Development of communication campaigns on the New Ukrainian School;
- Preparing info materials on the New Ukrainian School, in particular for the New Ukrainian School website <http://nus.org.ua/>;
- Communication with the teachers and other interested parties who work on NUS programs;
- Monitoring of feedback on the New Ukrainian School in media, social networks;
- Alignment of actions with the DG on pre-school and school education, Institute of Education Content Modernization, and with the press-department of the Ministry.

4. Main anticipated deliverables

- Communication campaigns on the New Ukrainian School;
- Timely and adequate information on the New Ukrainian School on the NUS website.

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 2 years of specific experience in communications;
- Proved experience in communications, campaign planning, stakeholder engagement;
- Experience of information campaign planning;
- Editorial experience;
- 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). Contributors to the fund 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.

7. Submissions

Submissions must be prepared in English only and be delivered electronically by 05.08.2019, 23:59 (Kyiv time) 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.