



**МІНІСТЕРСТВО
ОСВІТИ І НАУКИ
УКРАЇНИ**

POSITION: *RST Director (Category 1)*

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 RST Director will be subordinated to the Minister and report to the First deputy Minister and deputy Minister of Education and Science.

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

- Ensuring effective strategic and operational management of RST
 - o overall resource planning, recruitment and management of RST staff;
 - o setting up of the general work plan of the RST;
 - o coordination of work with the management of the Ministry, specifically with the Directorate of strategic planning and European integration, Directorate of pre-school and school education, Directorate of vocational education, Directorate of higher education, and the Institute of Education Content Modernization;
 - o coordination of various stakeholders (donors, government officials, associations, employers and others);
 - o maintaining regular communications with international partner organisations and experts;
 - o facilitating the work of international and local project experts;

- making sure that the RST's work is fully integrated into the Ministry's agenda and is aligned with the short-term priorities and plans; enhancing the capacity of the newly established Directorates in line with the public administration reform.
- Overall coordination and monitoring of reforms implementation in the Ministry of Education and Science in the area of NUS and TVET
 - coordination and facilitation of reform teams, ensuring active engagement of relevant internal and external stakeholders;
 - development of work plans, scopes, budgets and other key documents in order to facilitate the reform projects;
 - resolving problems and obstacles encountered during implementation process;
 - maintaining regular communication with relevant units of the Ministry of Education, other ministries and agencies and the regional authorities, ensuring appropriate coordination and coherence between various assistance interventions, programmes, projects and policies;
 - facilitating monitoring progress and results various assistance interventions, programmes, projects and policies.
- Reform Teams (Working Groups) support
 - project management change management, quality and risk management.

4. Main anticipated deliverables

- Recruitment of RST staff;
- Development of General projects / reform implementation plans;
- Relevant projects and policies are well coordinated;
- Monthly activity plans of the RST are developed on time;
- Planned activities accomplished in timely and high quality manner.

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;
- Master degree is required;
- PhD degree would be an asset;
- PC literacy (PowerPoint, Project, Excel, Word);
- Fluency in Ukrainian and English.

5.2 General professional experience:

- Not less than 10 years of general professional experience;
- Experience in education sphere would be an asset.

5.3 Specific professional experience:

- Strong project and team management experience including for donor supported projects;
- Knowledge in the area of the EU policies in relation to education and labour market, as well as the European integration/ association issues is preferable;
- Experience in working with local and international education experts;
- Proven ability to work in multicultural environment;
- Knowledge in the area of education management and policy is preferable;
- Experience in providing consultancy to national/local authorities would be an asset;
- Good knowledge of administrative and reporting procedures of the EU and other donors;
- Solid knowledge of TVET and school education policies in Ukraine would be an asset;

6. Assignment Value

The estimated monthly value of this consultancy position is in the region of EUR 1200 to EUR 1800. 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.