**СOMMUNICATIONS MANAGER (INTERN)**

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

Сommunications Manager (Intern) will be a part-time consultant in the Reform Support Team at the Ministry of Finance of Ukraine (MoF).

The Reform Support Team (RST) was launched in October 2016. It is a group of Ukrainian professionals (non-public servants) funded on a temporary basis by the 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:

* Economic and legal analysis (preparation of reform proposals supported by evidence-based analysis, preparation of policy and legal drafts, regulatory impact assessment etc.), and
* Reform program planning, implementation and coordination (inc. performance indicators, progress reports, program management, monitoring and coordination, project proposals preparation etc.).

Communications Manager (Intern) will provide communication support to activities of the MoF and the RST ensuring proper media coverage and public support of key reforms and initiatives.

1. **Position and reporting line**

Communications Manager (Intern) will provide communication support to the MoF’s Communications Department and the RST and will be subordinated to the RST Director and Head of the MoF’s Communications Department.

1. **Duration and proposed timeframe**

The initial consultancy assignment is expected to start on February 22, 2021 and has an estimated duration of 2 months. This assignment has an opportunity for an extension for 12 months, subject to the donors’ funding availability and the consultant’s performance.

1. **Main Duties, Responsibilities and Deliverables**

* Design and editing of the Internet and social media materials;
* Development of communications materials including creating visual content;
* Support in the development and implementation of external communication activities, e.g. publications, press conferences, off-record briefings, round tables, conferences, etc.

1. **Qualifications, Skills and Experience**
   1. ***Qualifications and skills***:

* Successfully completed at least 2 years of Bachelor's or Master's studies, preferably in economics, finance, communications, public relations. The foreign university is an asset;
* Good analytical, communication and presentation skills;
* PC literacy (PowerPoint, Project, Excel, Word skills; Visio is an asset);
* Fluency in Ukrainian and English.
  1. ***Professional experience:***
* Preferably 1 year of experience in communications, public relations, or general professional experience;
* Experience in international organizations or projects is a plus.
  1. ***Other experience:***
* Experience in developing communication materials;
* Ability to write and proofread different types of textual materials;
* Preferably ability to create infographics and other visual materials;
* Good verbal and written communication skills;
* Familiarity with the reform agenda in Ukraine will be a plus;
* Experience working with multidisciplinary teams is an asset.

1. **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.

1. **Submissions**

Submissions must be prepared in English only and be delivered electronically by February 18, 2021 to mof.rst@reforms.in.ua. All submissions must include a completed Application Form [https://www.mof.gov.ua/uk/vacancies-RST], 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.

Only applications which have been submitted using the correct template and are fully completed will be considered.

1. **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.