**Communications Manager (Category 2, Administrative Support)**

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

The Reform Support Team (RST) at the Ministry of Environmental Protection and Natural Resources of Ukraine (MEPR) is composed of a group of Ukrainian professionals (non-civil servants) funded on a temporary basis by international donors to provide 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 MEPR’s priorities and relevant donor support.

Communication is an indispensable part of the reforms process. Consistent and comprehensive communication is needed to ensure public awareness and understanding of MEPR and RST’s efforts and to fuel civil society’s action in supporting reforms process. Qualified communications professional is needed to strengthen RST in development of communication strategies of different reforms and support the Ministry in its communication efforts.

1. **Position and reporting line**

The Communications Manager will work in close cooperation with MEPR’s Public Communication Department. Moreover, the Communications Manager will assist the RST consultants in drafting communication strategies for the key reforms in the Ministry.

The Communications Manager will be subordinated to the RST Director.

1. **Duration and proposed timeframe**

The initial consultancy assignment is expected to start on 8/03/2021 and has an estimated duration up to 2 months. This assignment has an opportunity for extension for another 12 months, subject to the donors funding availability and the consultant’s performance.

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

Main Duties and Responsibilities:

- In cooperation with the Ministry’s Public Communication Department regularly updating Ministry’s communications plan;

- Proactively planning and suggesting reforms related communications materials, and draft content (e.g. press-releases, info sheets, op-eds, etc.) for mass media or

Ministry’s website;

- Assisting in organization of public events for Ministry’s speakers reporting on reforms progress;

- Organizing off-the-record events with major specialized media for RST employees;

- Engagement of the relevant experts and civil activists to publicly assess Ministry’s

reforms progress;

- Drafting communication plans and strategies for the relevant reforms.

Main anticipated deliverables:

- Communication materials and implementation of the overall communication plan of MEPR’s reforms on key reforms are provided;

- Key reform communication strategies are developed;

- Regular progress reports on reform development and implementation to the mass media is prepared.

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

* Master’s degree in Journalism, Communications, Media Studies, Political Science, Information Management.
* Strong analytical, communication and presentation skills
* PC literacy (advanced PowerPoint, Project, Excel, Word skills)
* Fluency in Ukrainian and English
  1. ***Professional experience:***
* 10 years of general professional experience
* 5 years of experience in Communications, Journalism or Marketing.
  1. ***Other experience:***
* Proven knowledge and professional experience in communications
* Prior experience of work in donor funded projects or in public authorities is a plus
* Preferably good understanding of environmental protection and familiarity with the reform agenda in Ukraine
* Experience of consulting government agencies in communications will be 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 21 February 23.59 (Kyiv time), 2021 to [rst.mepr@gmail.com](mailto:rst.mepr@gmail.com) . All submissions must include a completed Application Form [*provide link to download*], 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.