



Vacancy Announcement

Non-Key Expert required for the EU funded project **“Technical Assistance for Capacity Building in Employment Policy”** **EuropeAid/135639/IH/SER/RS, Contract No: 101-00-00002/2014-28**

The project ‘Technical Assistance for Capacity Building in Employment Policy’ is funded by the European Union, managed by the Ministry of Finance – Department for Contracting and Financing of EU Funded Programmes (CFCU) and implemented in Serbia by PLANET S.A, a Greek consulting company. Main institutional beneficiaries of the project are the Ministry of Labour, Employment, Veteran and Social Affairs, and National Employment Service.

The overall objective of the project is to contribute to smart, sustainable and inclusive growth for the Republic of Serbia. This reflects the main aims of the employment policy presented in the National Employment Strategy for the period 2011-2020 and in accession partnership of building a more knowledgeable and skilled labour force, promoting social inclusion of vulnerable populations and enabling greater opportunities for a better standard of living in alignment with the targets set forth by the Europe 2020 Strategy and the Acquis of the EU.

The project will be implemented in the period August 2017 – August 2019.

To complement its team of experts for the project, PLANET S.A. is seeking applications from suitably qualified professionals to support implementation of the project activities by covering the following positions:

C5 Monitoring Expert

JNKE C5 DG Administration, implementation, monitoring of complex grant actions funded under EU external aid programmes

One of the key objectives of the CBEP project under its result 5 is to assist the NES in the implementation of the Direct Grant. The institution has already developed capacity in public funds and EU grant funds management and would need additional support in terms of expertise in the implementation of the monitoring plan foreseen in the Grant Application. **The expert will operate under CBEP project activity 5.1 Provide on-the-job support to NES and MoLEVSA in overall management of direct grant to NES, including but not limited to the procurement, risk assessment and monitoring.** The expert will be involved in the following tasks:

The Expert will assist the monitoring of activities, in the framework of the IPA 2013 Direct Grant Action implemented by NES.





The advice requested from the Expert is to support the NES PIU in monitoring the implementation of activities and issuing reports in line with the monitoring plan defined in the grant and indicators of the Logical Framework.

NES Perform monitoring of progress against plan and indicators on the monthly basis for each activity and described in the Grant application form.

Monitoring of Activity 1.1

NES Monitors the implementation of on the job training “Training at the Request of Employers” through Employers’ reports, on the spot visit carried out by branch office with a minimum of two visit during the time frame of the implementation of the measure; ex-post monitoring and compliance assessment of the contractual obligation 6 months after the action ended.

Monitoring Activity 1.2

NES Monitors the implementation of the measure and the respect of contractual obligations during the duration of the measure (12 months) and 6 months after its completion through the insight of the official data base.

Contractual obligations monitoring: for contract issued from public calls fulfilment of contractual obligations is monitored 2 time a year and at the end of the action (expiry date of contractual obligation) on the basis of the IIS (Integrated Information System) of the NES.

Monitoring Activity 1.3

NES Branch Offices implement monitoring. NES Monitors the implementation of the measure and the respect of contractual obligations during the duration of the measure (12 months) and 6 months after its completion through the insight of the official data base and through the statement of the self-employed persons on settling the liability defined in the grant contract. Same procedures apply than for Activity 1.2 Beneficiary Submit PPP PD Form the last month of contractual obligation; Certificate of Paid taxes & social contributions (PPP PD Form EBP-PURS, bank statement etc.

Monitoring is also done by NES in consulting the Business Register Agency BRA. To verify the status of the Beneficiary of subsidies for self-employment (Active Inactive)

Monitoring Activity 1.4

NES Monitor the Action through the reports of training providers’ and trough spot check as defined in the contract.

The Expert shall carry the following tasks in relation to Monitoring (Non-limitative list):





- Supporting NES PIU in monitoring progress against plans and indicators set up in the logical framework of the Direct Grant and the monitoring procedures.
- Supporting NES PIU in monitoring quality delivery of training under Activity 1.1 and Activity 1.4.
- On-the-job training and support of the NES services and staff on monitoring method and preparation of monitoring reports.
- Contribution to the drafting of reports in his/her field of expertise (Monitoring)
- Specific Tasks requested by NES

Location and timing

This assignment shall be implemented in Belgrade, Serbia, in the period June 2019 – August 2019. The assignment is foreseen to take up to 50 working days, subject to change (in activity scope, time period, and/or duration) as needed by the project.

Qualification and skills of the Expert

- Education: A university degree (a level of education which corresponds to completed university studies of at least 3 years) in Economics or Sociology/Social work/Social policy
- Fully computer literate (Office, Windows Specialised Software)
- Excellent command of written and spoken English, Serbian language knowledge is an asset.
- Excellent Analytical skills

General professional experience

- At least 5 years of relevant general professional experience in the field of Monitoring and/or Evaluation.

Specific experience

- At least one year of experience in monitoring and/or evaluation of EU funded grant projects, direct grants or programme;
- At least one year of experience in providing advisory and capacity building services to grant recipients from public and/or NGOs sectors.

Please submit your CV in EU format to info.cbep.planet@gmail.com and projekti@minrzs.gov.rs until 18.06.2019.

