



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:

SNKE 06

Vocational education and training of the unemployed Human Resources Development & systems development in NES

One of the key objectives of the project is to improve the NES system for planning and delivery of training to unemployed. It is expected that these NES programmes increase the employability and employment prospect of hard to employ groups.

Beyond this operational objective the beneficiaries of the expertise also expect recommendations for enhancing the capacity of the NES system for training the unemployed under the form of a revised manual for training procedures and capacity building actions of NES Human resources. For this purpose, lessons learnt from recent and on-going training programmes run by NES as well as from EU best practices have been considered. On this basis the advice required from the expert is the following:





Development of a manual of internal procedures describing responsibilities, duties and tasks in the implementation of the training system within NES, Increase capacity of NES human resources to perform activities within NES training system by developing and delivering training programme and actions (for at least 50 NES staff in duration of at least 3 days) on the EU & International methods in the area of further education and training.

The expert will be involved in the following tasks:

- Act. 2.3 On the basis of recommendations provided, develop a manual of internal procedures describing responsibilities, duties and tasks in the implementation of the training system within NES.
 - Task 2.3.1 Review existing procedures and identifying needed changes.
 - Task 2.3.2 Prepare the Manual of Internal Procedures
- Act 2.4 Plan and organize study visit for at least 10 representatives of MoLEVSA, NES and other relevant stakeholders in duration of at least 4 days to EU MS institutions responsible for creation and implementation of training for the unemployed
 - Task 2.4.2 Planning and delivery of the 2nd international study visit
- Act. 2.5 Develop and conduct training program for at least 50 NES staff in duration of at least 3 days on the EU methods in the area of further education and training, in order to increase capacity to perform activities within NES training system
 - Task 2.5.1 Elaboration of Training Plan and Programme
 - Task 2.5.2 Implementation of training

The expert is expected to work closely with Key Expert 2 of the project.

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 30 working days, subject to change (in activity scope, time period, and/or duration) as needed by the project.

Qualification and skills of the Expert

- Three years university degree or higher in one of the following fields: Economics, Management, Administration, finances, Social Sciences, or in similar fields.
- Knowledge in Human Resources Development Management & Administration, training with a particular focus on institutions strengthening, operations, processes & control mechanisms.
- Command of Serbian language working knowledge of English language.

General professional experience

- Proven minimum of 7 years of experience in the areas of Human Resources, finances and administration.

Specific experience





- At least one experience with international cooperation project in managerial, Human resources or Finance positions.
- Previous experience in the region in private, public or cooperation sector

Please submit your CV in EU format to info.cbep.planet@gmail.com and projekti@minrzs.gov.rs until 14.06.2019.

