



Support to Participation in EU Programmes

13.08.2019

EXPERT TOR 17

Proposed position	Junior Non-Key Expert (JNKE)
Main area of expertise	Training expert
Name of the proposed Experts	Open Vacancy
Specific details of the assignment to be undertaken (in detail)	<p>Activities</p> <p>Under the following activities</p> <p>Task 1.3.1 Delivering General & Introductory Trainings</p> <p>The 2 Junior Non-Key Experts (JNKE) will perform and assist the SNKE on these topics.</p> <ul style="list-style-type: none"> • Adjust the Training materials prepared by the Project • Prepared a Training programme and agree with KEs of the TAT • Deliver 10 ½ day trainings in several locations in Serbia • Prepare up to 3 activities for web site and Social use • Give interview for Radio / television if needed • Prepare PP on Programs with audio for E-learning platform
Profile of the expert	<p>For this task a Junior Non-Key Expert (JNKE) will be recruited with the following requirements:</p> <p><u>Qualifications and Skills:</u></p> <ul style="list-style-type: none"> - Higher Education in management, organisational sciences - Fluent in English and Serbian (oral / written) <p><u>General Professional Experience:</u></p> <ul style="list-style-type: none"> - 3 years but preferable 5 years of general professional experience - <p><u>Professional Experience (in the relevant field):</u></p> <ul style="list-style-type: none"> - Experience of development of proposals for EU funded programs - Excellent demonstrated knowledge of at least 4 EU programmes (for eligible programs see Annex A) experience has to proven by projects - Demonstrated presentation and moderation skills proven by delivering seminars in at least 3 EU funded project - Good mangement in organizing seminars



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Expected Outputs	Participation in following deliverables <ul style="list-style-type: none"> • Adjust the Training materials prepared by the Project • Training programme Agenda • Delivery of 10 ½ day trainings • Prepare up to 3 articles for web site and Social use • Give interview for Radio / television if needed • Prepare PP on Programs with audio (Serbian track) for E-learning platform • Prepare questions for self- testing • Mission report 	
Working days allocated to the specific assignment	Currently requested	Previously approved for this Expert under this activity
	15	0
Period of performance	From: 07.10.2019	To: 30.11.2020
Place of posting	The Mission location will be in Belgrade, Republic of Serbia.	
Instruction for application	Interested candidates should submit their CVs and Working Certificates to the Project Administrator: Aleksandra Sljivic (email: a.sljivic@idi.ie) until 20 th of September 2019.	